

STUDENT DIGITAL GUIDE

2020-21

NWSLC

NORTH WARWICKSHIRE & SOUTH LEICESTERSHIRE COLLEGE

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PART 1

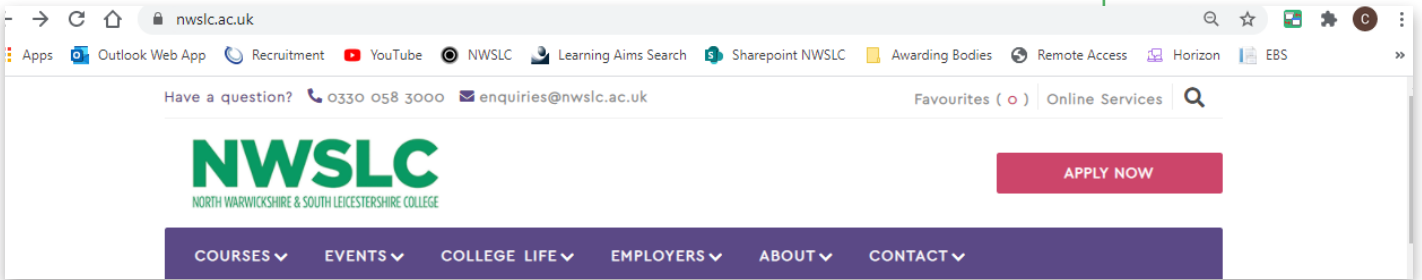
How to
access emails

How to access emails

Your College E-Mail address is your student number followed by @mymail.nwslc.ac.uk

StudentNumber@mymail.nwslc.ac.uk e.g. **123456@mymail.nwslc.ac.uk**

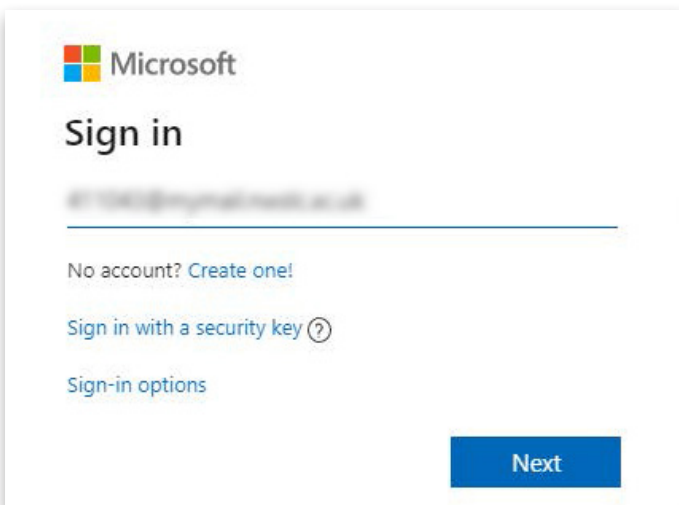
1. Go to the College home page: www.nwslc.ac.uk
2. Click "Online Services" at the top of the page



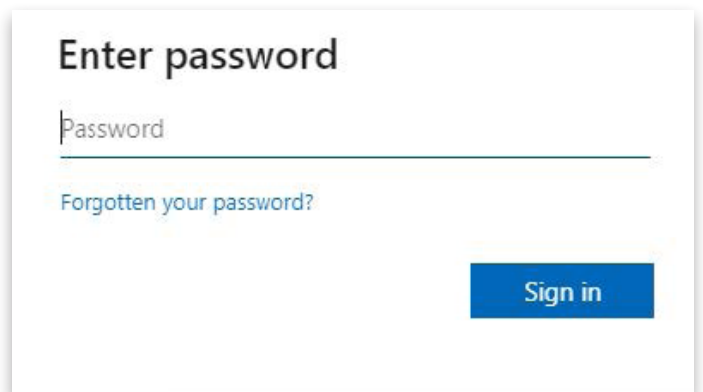
2. Look under the student area and click the student email icon



3. Sign in using college email address



4. Enter your college password



Alternatively, you can visit Office.Com and use your college login details to access your email account.

PART 2

Box 4

Box 4

The screenshot shows the Box 4 interface for a learner named David Beckham. The top navigation bar includes a home icon, the text 'Box 4', and search, notification, and user profile icons. A left-hand sidebar lists navigation options: Profile, Study Programme, Targets, Communications, Diagnostics (BKSB), PEEP, Progression, Registers (highlighted), Support, Timetable, View my learners, ADMIN, and Spoof as user. The main content area is titled 'David Beckham / Registers' and features a learner profile card with a photo and name. Below this is an 'Absence Notification Log' section with a text description and two buttons: 'View absence log' and 'Report absence for this learner'. The 'Register Matrix' section shows a dropdown menu set to '2021' and a table of attendance records. The table has columns for ID, Event, Day, Start, End, and attendance for weeks 6 through 11, plus Pos, Neg, and Att % columns. A 'Show empty weeks' button is located below the table. At the bottom, a 'Weekly Attendance' line graph shows attendance percentages for the weeks of 07/09, 14/09, 21/09, 28/09, and 05/10.

ID	Event	Day	Start	End	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Pos	Neg	Att %
212630	Course Review - Remote	Mon	09:00	10:00	A	0	0	/	/	/	3	2	60%
212626	Remote Theory	Mon	10:00	12:30	A	0	0	/	/	R	3	2	60%
212627	PSLD Generic Practical	Tue	09:30	11:15	/	/	/	/	/	/	5	0	100%
213889	PSLD Generic Practical	Tue	11:30	13:15	0	/	/	/	/	/	4	1	80%
213922	PSLD L3 Dip Complementary Therapies (C)	Tue	13:45	15:00	/	/	/	/	0	/	4	1	80%
213925	PSLD L3 Dip Complementary Therapies (C)	Tue	15:15	17:45	/	/	/	/	0	/	4	1	80%
212629	Course Review - Remote	Wed	10:00	11:00	A	/	/	R	0	/	3	1	75%
212621	Remote Generic Practical	Wed	13:00	16:30	A	A	/	0	0	/	1	2	33.33%
Totals					3	5	6	7	4	2	27	10	72.97%

Box4 is an online portal which is accessible using the following link

<https://box4.app.nwslc.ac.uk/>

Students can log in with their student number as their username, (e.g. 90210) and same College login

Learners can also access via the college website.

- Go to www.nwslc.ac.uk
- Click online services in the top right corner
- Select Box Portal from the list.

Box 4 contains the following applications:-

- Learners can see their study programme, timetable, registers and diagnostic results
- Learners can report an absence
- View and book onto enrichment events
- See targets set by their tutor and their progression (ontrack)
- Record details of work experience (coming soon)
- View/accept their course progression (towards the end of the year).

PART 3

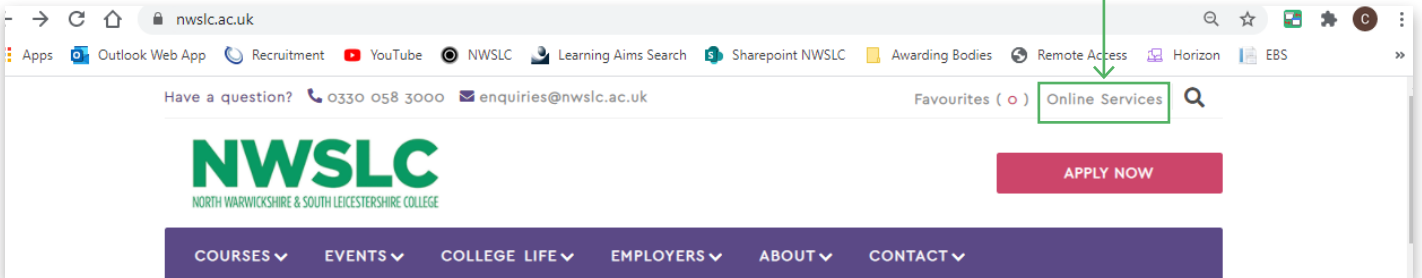
Ways to get onto
your online lesson

Ways to get onto your online lesson

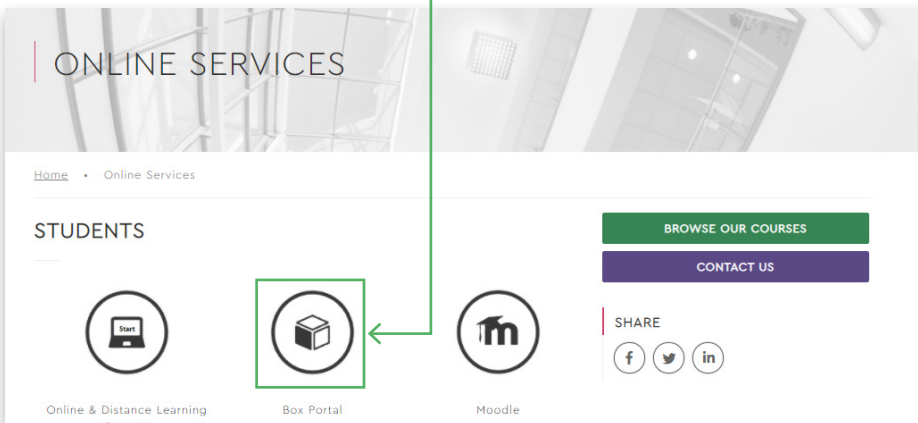
There are a number of ways in which you can access your online lesson

1. Go to the College home page: www.nwslc.ac.uk

2. Click "Online Services" at the top of the page



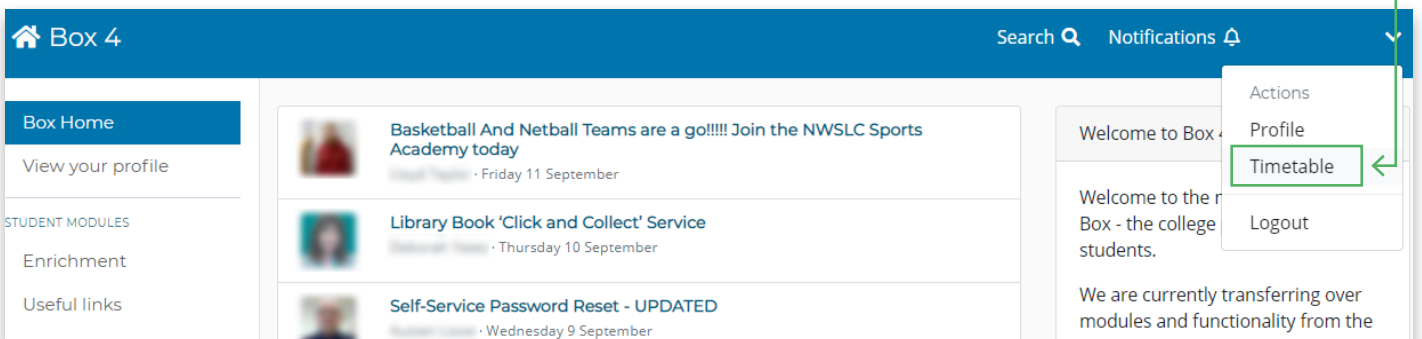
3. Click on "Box Portal"



OR go straight to the Box 4 page: <https://box4.app.nwslc.ac.uk/>

4. Log in with your College Login details

5. In the top right hand corner, click on the  next to your name, and then click on Timetable



6. Click on the little world symbol 🌐 on the timetabled remote /online lesson on your timetable:

Box 4 Search Notifications

Monday Tuesday Wednesday Thursday Friday Saturday

31 1 2 3 4 5

7 8 9 10 11 12

14 15 16 17 18 19

0930 · Course Review Remote 🌐

1330 · Theory - Remote 🌐

1600 · Course Review - Remote 🌐

1600 · Tutorial - Remote 🌐

0930 · PSLD Practical

1130 · PSLD Practical

1345 · PSLD Practical

1515 · PSLD Practical

0930 · PSLD Practical

1130 · PSLD Practical

7. Your lecturer should have put a link to the online Teams meeting. Click on "join this event" and it will take you through to the correct page.

Course Review Remote

Description TEACH

Date Monday 7th September

Time 9:30am to 10:30am

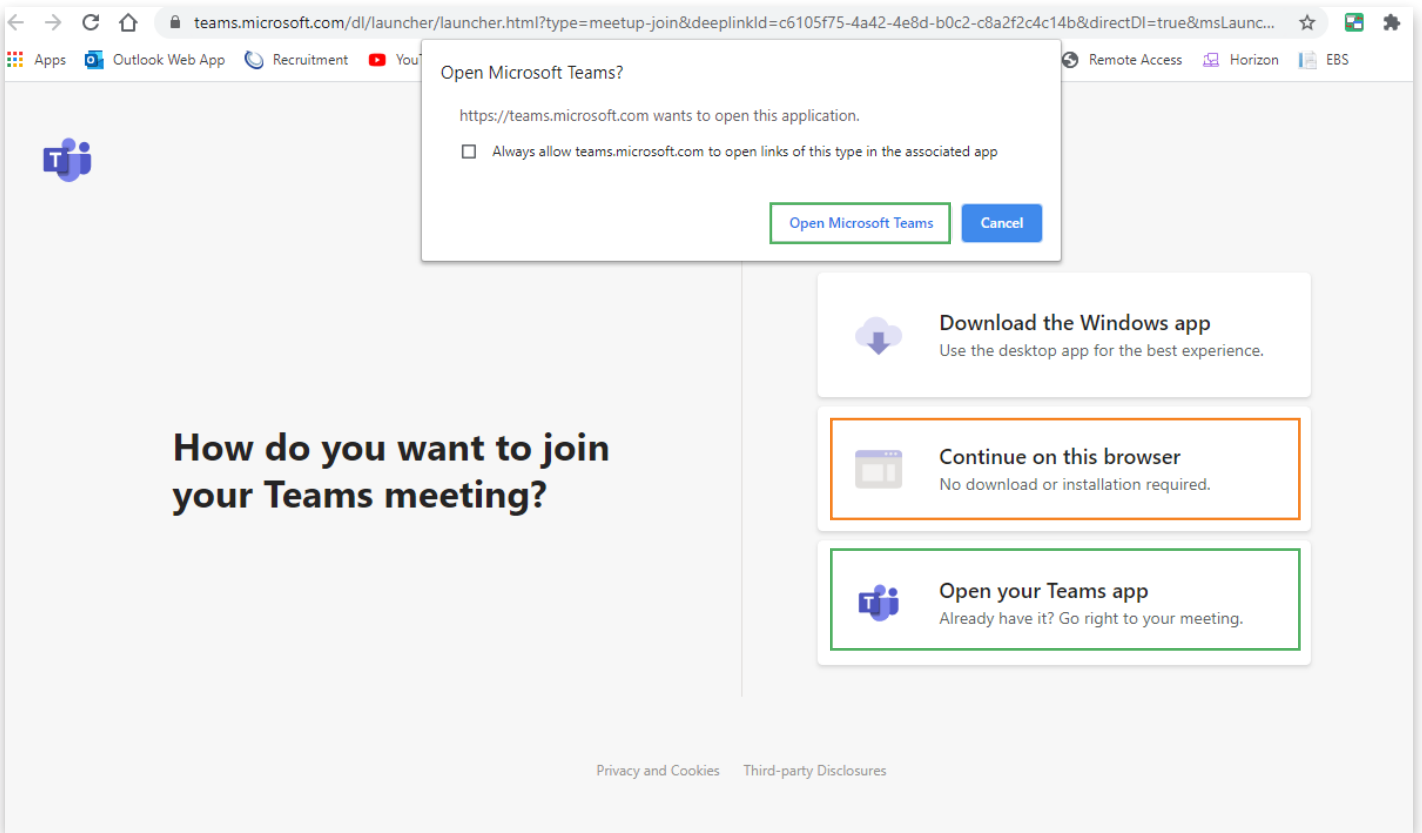
Location NUN310 NUN

Event ID 212684

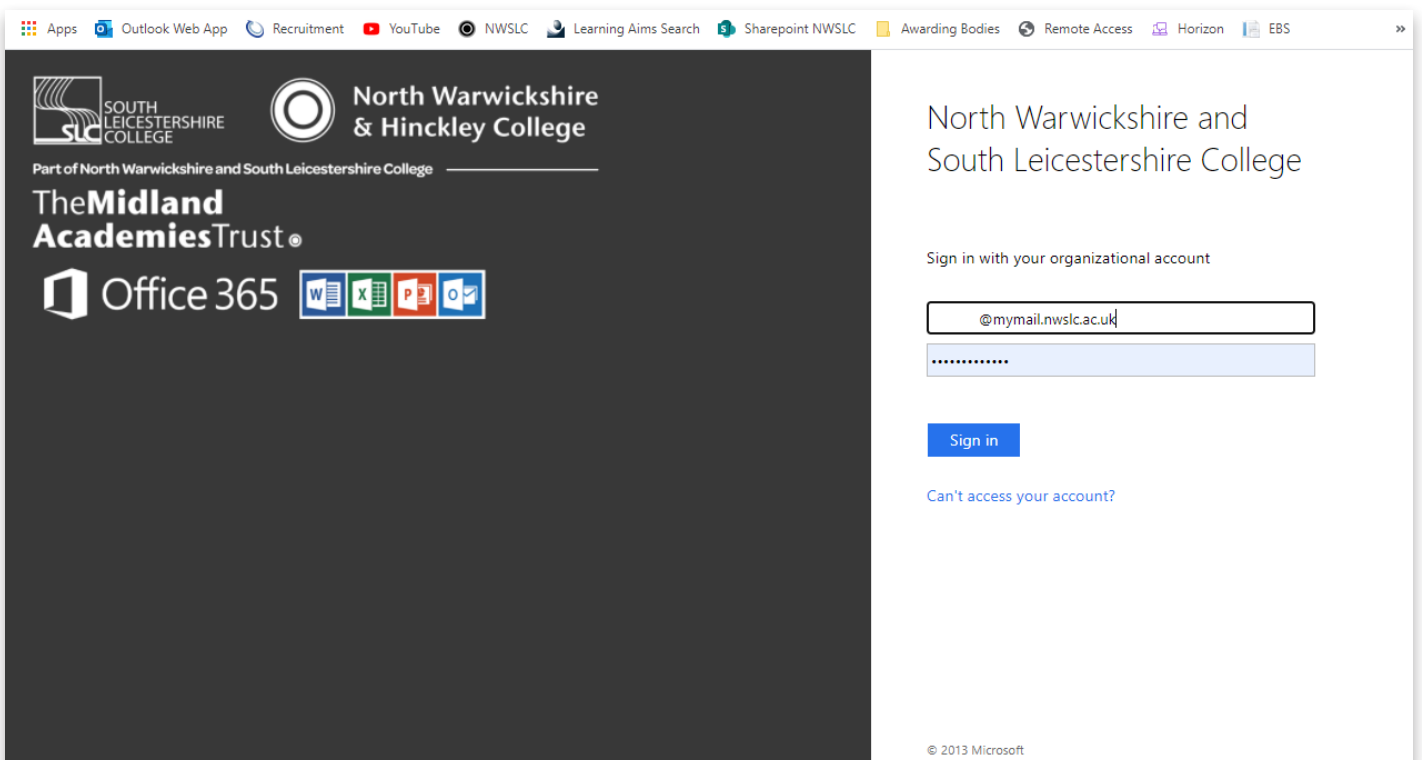
🌐 This is an online event - [Join this event](#)

8. If you have downloaded Teams your computer/phone will ask if you want to open the session in the "app"/"application", which you can agree to, or select that option (see the **green** colour box on the picture below). It should take you straight to your online lesson.

If you have not downloaded Teams, click on the option "continue on this browser", and it will open it online for you instead (see the **orange** colour box on the picture below).

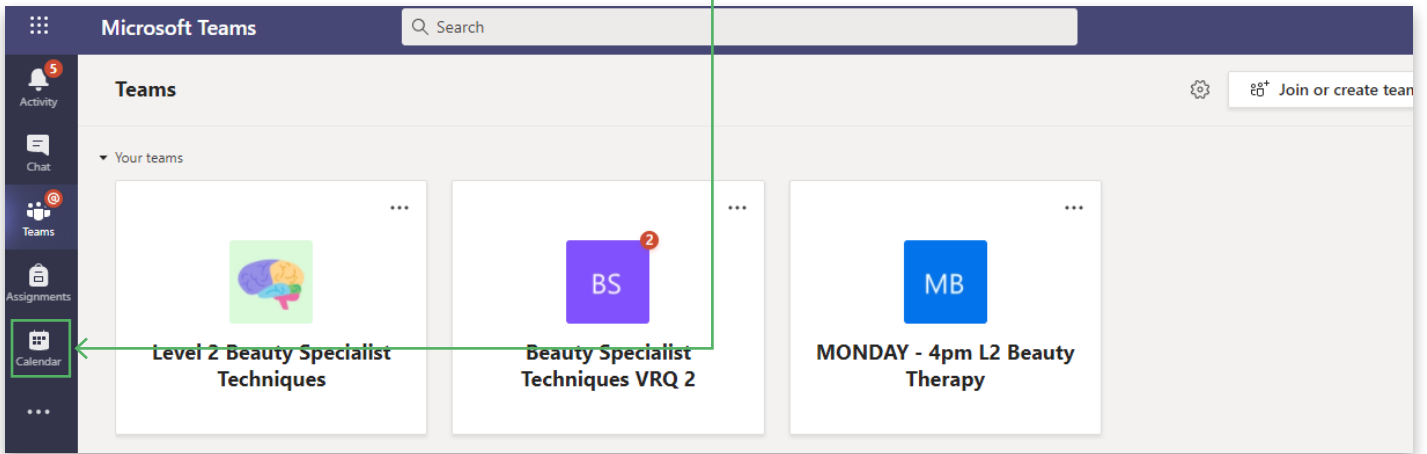


9. It may ask you to sign in to your account. You will need to enter your College email address as your user name (this is your student number, followed by @mymail.nwslc.ac.uk) and use the same password as in step 4 above. Sometimes this step is skipped!

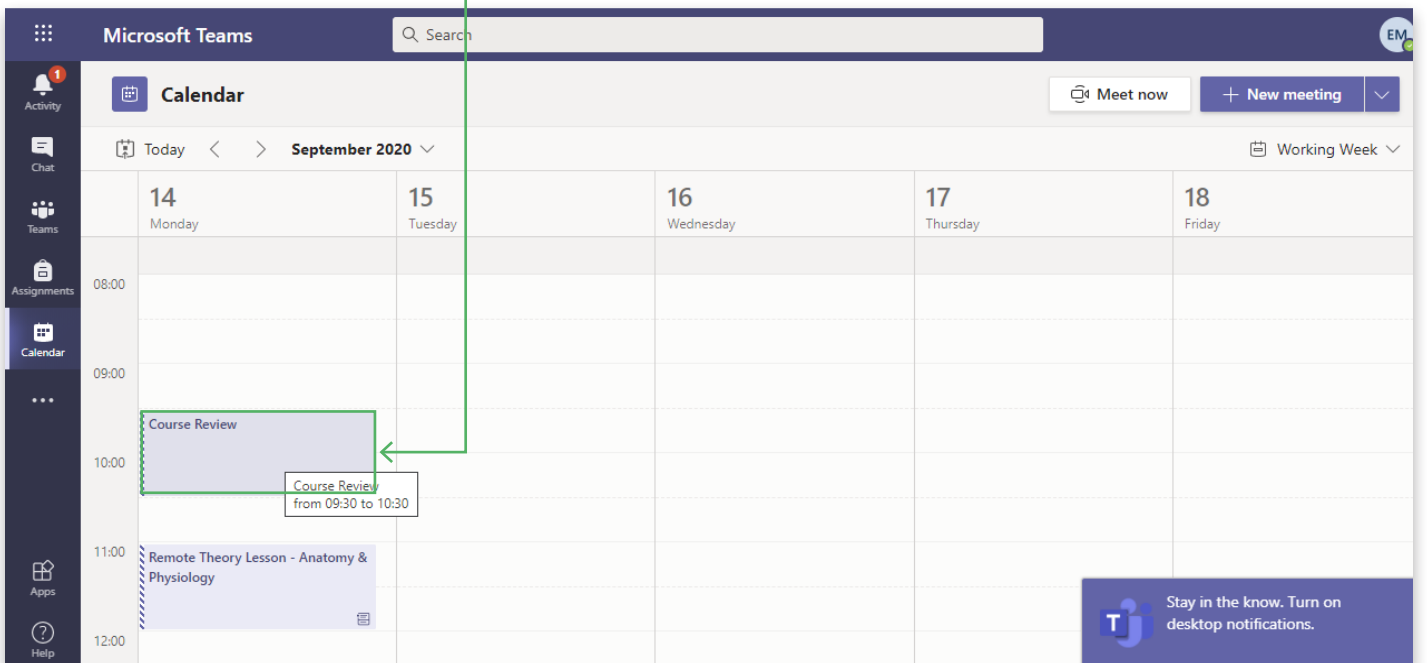


10. Once you are in Microsoft Teams, you can look at your scheduled online lessons.

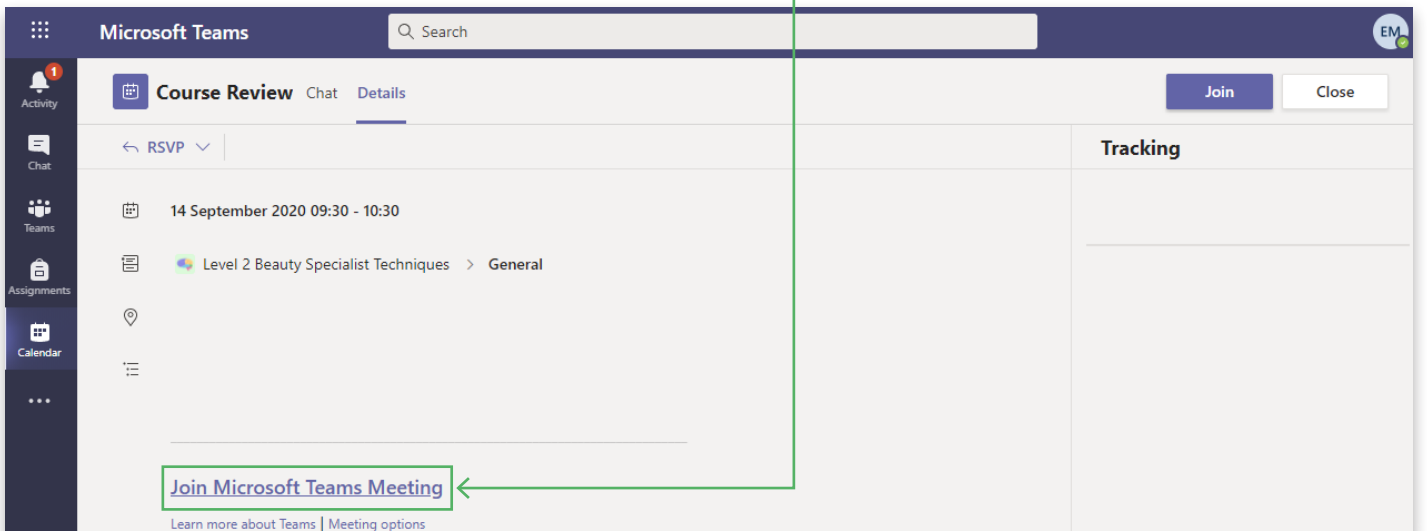
Click on the calendar on the left hand side



11. Click on the event



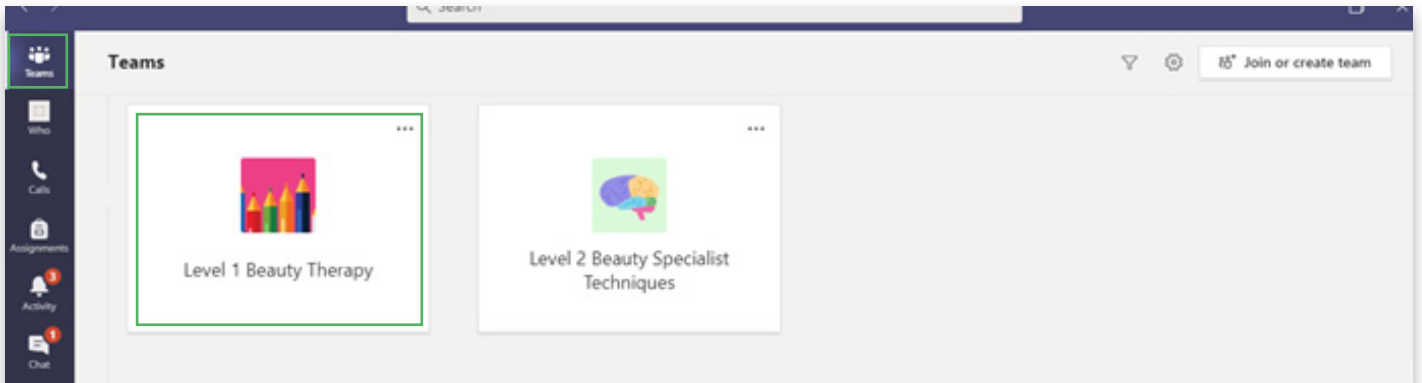
12. and then click "join Microsoft Teams Meeting"



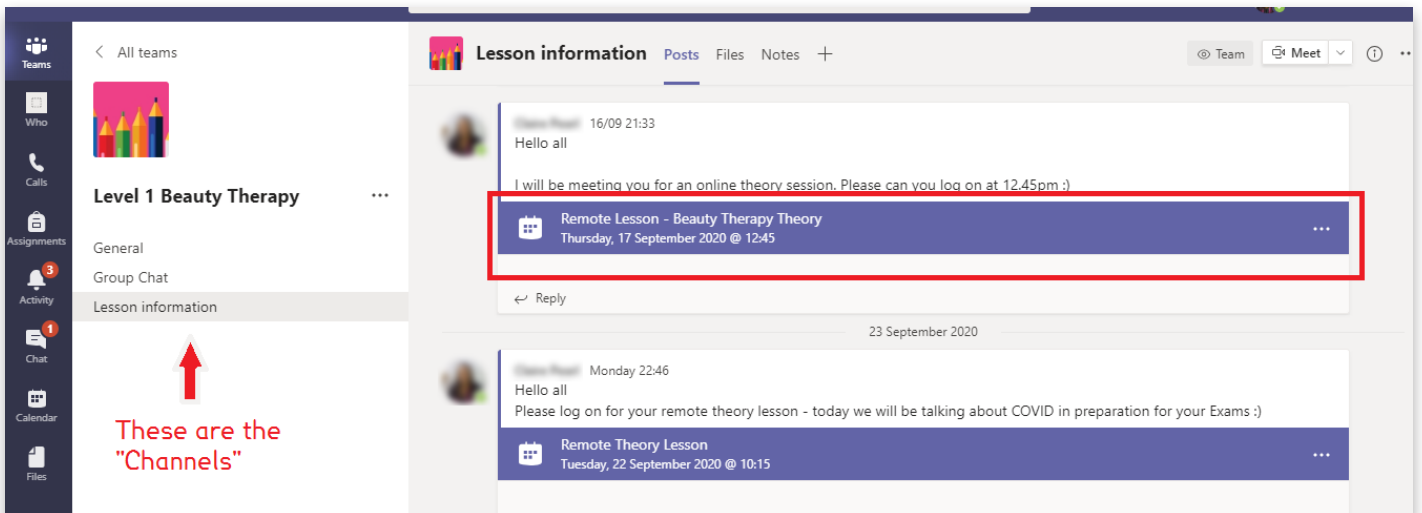
You can also go straight to TEAMS – you can download the app, or go to the following website: <https://teams.microsoft.com> and log in using your College account details.

If you know you have a lesson, it may also appear in one of the "Channels" on Teams.

Click on the course/event on Teams:



On the left hand side are the "Channels". These might also be named by lesson, or by tutor, or by day depending on how your Team has been set up. Click on the relevant Channel, then you may be able to see a message about the online session which you can click on to access:



If you have set up your phone to link to your College emails, you may also get a link that appears on your calendar on your phone! Make sure you can see all notes on the event on the calendar (if you have an iPhone for example there will be a "show all notes" option at the bottom of the calendar event) as this will have the link to the TEAMS online session.

PART 4

Digital Lessons –
Etiquette

Digital Lessons – Etiquette

The following key points will help you to get the best out of your remote/digital learning

Before the Lesson



Read any resources/files/PowerPoints you have been asked to by your lecturer. Complete any class exercises



Note-making facilities ready



Watch any videos your lecturer has set



Mute your mobile during the lesson



Arrive on time to the meeting. You may be asked to wait in the lobby. Do not worry your lesson will start soon



If you are appearing on screen, make sure you are dressed appropriately

Microphones

- Please mute your mics to prevent background noises intruding into the lesson.
- Your lecturer will tell you when you can unmute your microphones.
- The lecturer may ask you a direct question so do not forget to unmute your mic as you answer and mute it again when you have answered

Cameras

- Please have your camera switched on, so that your tutor can see you and engage you fully in the session.
- If you are on camera, be sure to blur your background or choose a new background.
- Behave appropriately when you are on camera.

Chat/Conversation function

- Chat will be used for questions and discussion about the class topic.
- Use the chat to practise your formal English writing. Please do not use leetspeak, games speak, text abbreviations in the chat.
- You can decide whether to use an emoji – but please keep this to a minimum 😊.
- Conversations and chats will be recorded.

PART 5

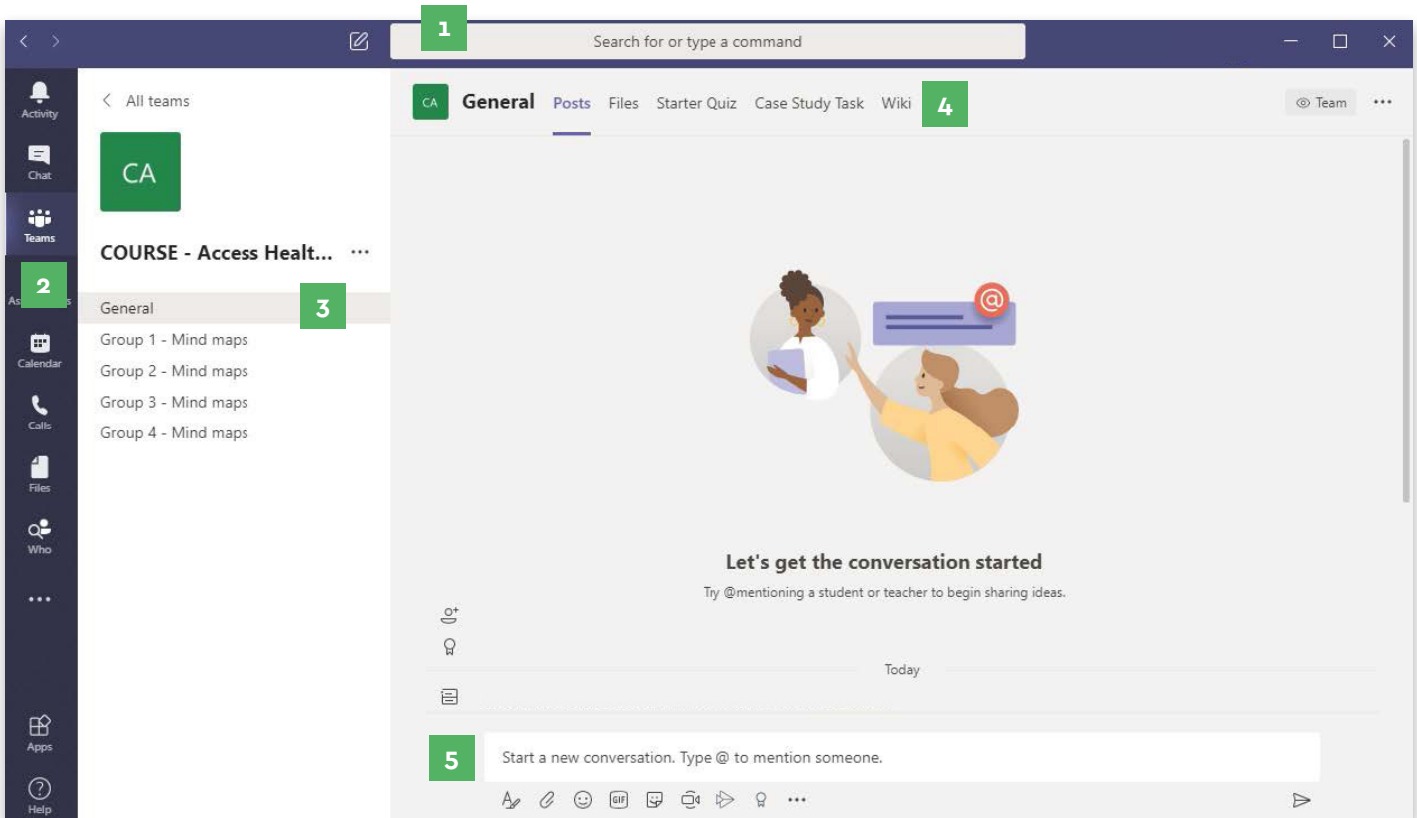
Microsoft Teams

Microsoft Teams

What is Teams?

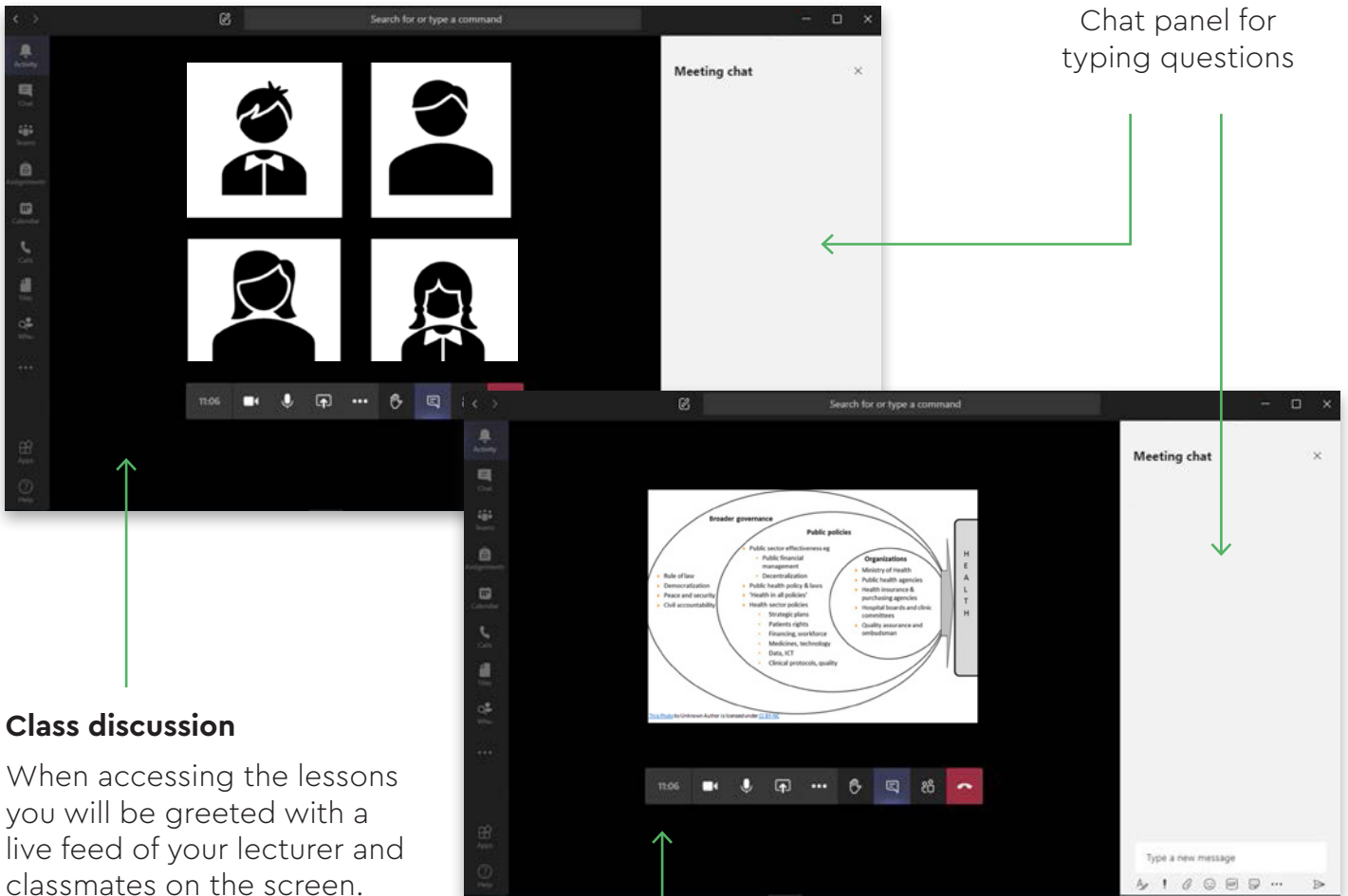
Microsoft Teams provides the perfect opportunity to engage with your lecturer and classmates, just as you would in a physical classroom. Your lecturer will use Teams to deliver presentations and hold class discussions, making sure everyone can get involved and interact with each other. There will also be opportunities for individual or group activities such as mind mapping, reading tasks, research activities, video questions, quizzes or written based tasks.

The Screen



- 1 Use the command box to search for items such as a message, file or person.
- 2 Switch between the activity feed, conversations and lesson resources.
- 3 For group tasks, your lecturer will instruct you to exit the main area and assign you to work in different virtual rooms.
- 4 Resources and activities – click on the tabs when instructed by your lecturer.
- 5 Ask your class and lecturer a question, start a new discussion or answer questions.

Taking Part in Your Lessons



Chat panel for typing questions

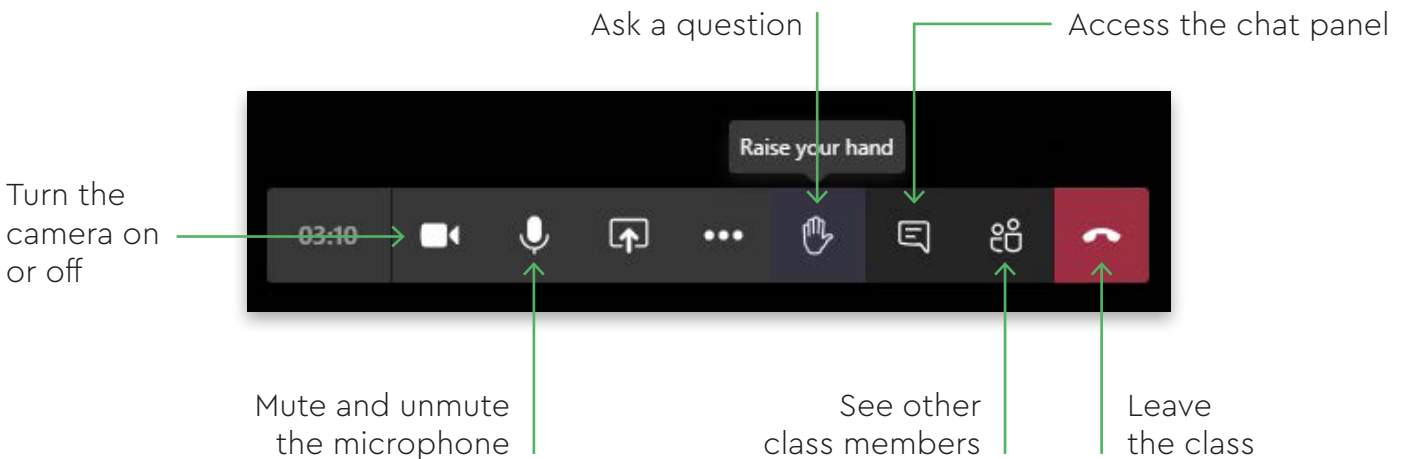
Class discussion

When accessing the lessons you will be greeted with a live feed of your lecturer and classmates on the screen.

PowerPoint delivery

Your lecturer may choose to deliver a presentation, or set a range of individual and group based activities.

During the lessons, if you hover over the screen a control bar appears like the one below. This will allow you to make changes to your settings throughout the lesson.



Turn the camera on or off

Ask a question

Access the chat panel

Mute and unmute the microphone

See other class members

Leave the class

Getting Started

There are several way. to join your Teams lesson (you can find more in depth instructions on page 8).

- 1 When you log into your email account you will have an invitation to join Teams. Choose to **download the app** rather than choosing to proceed with the browser. If you download the app you will have more ways to participate in lessons.
- 2 **Sign into the app** to see your Teams page.
- 3 There are **several ways to join** your lecturer and class, this depends on how they have scheduled your lesson to take place.

Click on the world symbol on the timetabled remote/online lesson on your timetable.

Just a few minutes before the scheduled lesson, a message may appear in the **'Posts' area, which asks you to click 'Join'**.

You may also see a **box appear at the bottom right of the screen**, which says the meeting has started. You can also click this box to join.

- 4 After you have clicked 'Join', you will be asked to check your audio and video settings before entering the classroom.



Choose to have your camera switched on or off.



Mute or unmute your microphone.

Please note: you can also adjust these settings at any time during your class.

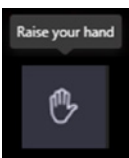
General guidance



Audio You may be advised to mute your microphone whilst your lecturer is speaking, this is just to avoid background noise and interruptions to others. Additionally, if you join after the lesson has started, you will be automatically muted by Teams. Remember, you must press the unmute button if you have been asked to speak, otherwise your lecturer will not be able to hear you.



Remember you're on camera Be aware that at times, you may be listening to a presentation and forget that your camera is still switched on. Your lecturer/teacher may instruct you to switch your camera off when not participating in an activity or discussion.



Participation During a lesson, you can signal to the lecturer that you would like to speak without interrupting them. Use the raise hand button on your control bar and the lecturer will invite you to speak as soon as they have finished.



Respect Please be respectful towards everyone in the class and try not to interrupt anyone when they are speaking. This will help to keep the learning environment a positive and friendly place to learn, where people can feel confident to take part.

PART 6

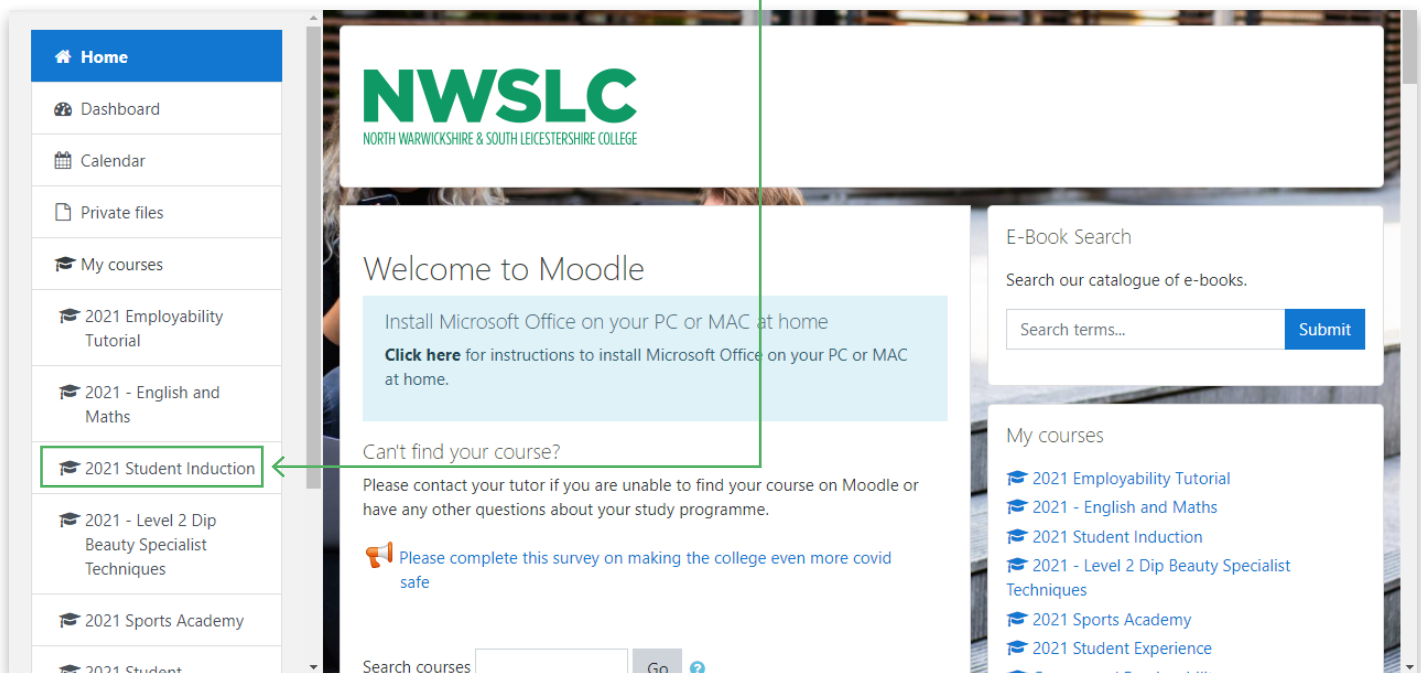
Moodle @
NWSLC

Moodle @ NWSLC

Moodle is the online learning system that we use at NWSLC, it allows students to access course material, gain feedback, upload work and see grades. As a student, you are automatically enrolled on a number of different Moodle pages, for example the Student Induction Moodle, English and Maths, Employability Tutorial and your vocational course. All of the Moodle pages you have access to are listed under 'My courses'.

To access Moodle, go to Box4; select 'Useful Links' from Box4 modules, scroll down the list and select Moodle.

1. Login to Moodle using your general College username and password. (the number on your ID card and the same password)
2. Click on 2021 Student Induction:



Please ensure you complete the induction activities, by clicking on each tile and watching the videos.

You MUST watch the following videos – we will track whether you have watched each one because they contain important information:

- **Principal's Welcome Video** (Welcome to North Warwickshire & South Leicestershire College Tile)
- **Returning to College COVID-19 Safety Measures** (Welcome to North Warwickshire & South Leicestershire College Tile)
- **Safeguarding Induction Talk for Students** (Safeguarding and Mental Health Tile)

You will also find some other useful information on the tiles such as the College Calendar, Guide to uploading assignments to Moodle, Introduction to MS Teams

- You can access your English and maths BKSBL diagnostics by following the steps below from the 2021 Student Induction Moodle Page, or by going to:
<https://nwslc.bksblive2.co.uk/bksblive2/Login.aspx?OrgID=nwslc>
- If you click on the above link, skip to step 3 (next page).

1. Scroll down and click on English & Maths:

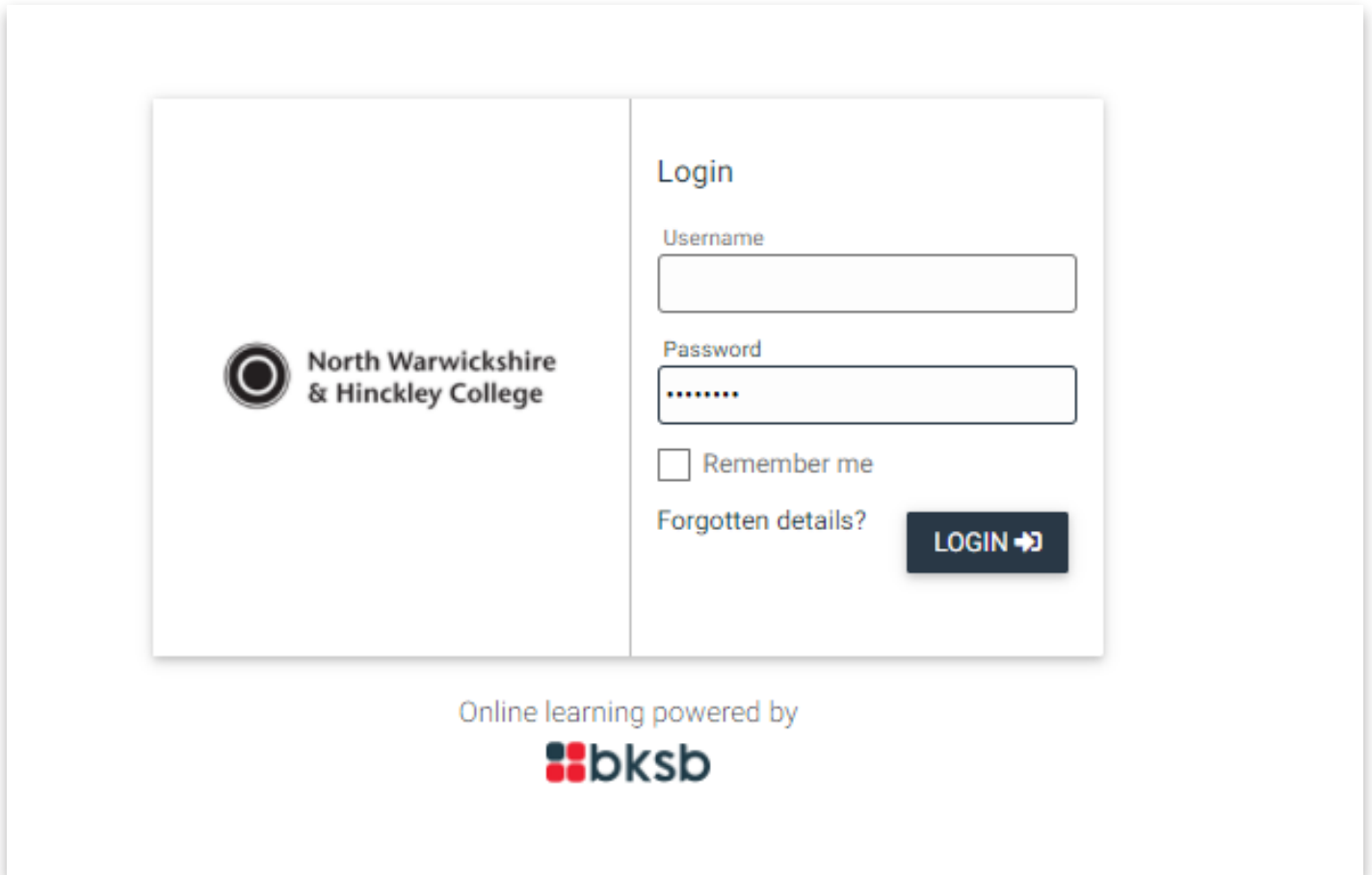
The screenshot shows the Moodle Induction page. On the left is a navigation menu with items like 'Participants', 'Badges', 'Competencies', 'Grades', and 'English and Maths'. The main content area features the Moodle logo and a welcome message. Below the message are several tiles for different induction topics. A green arrow points from the text '1. Scroll down and click on English & Maths:' to the 'English and Maths' tile in the second row, second column.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

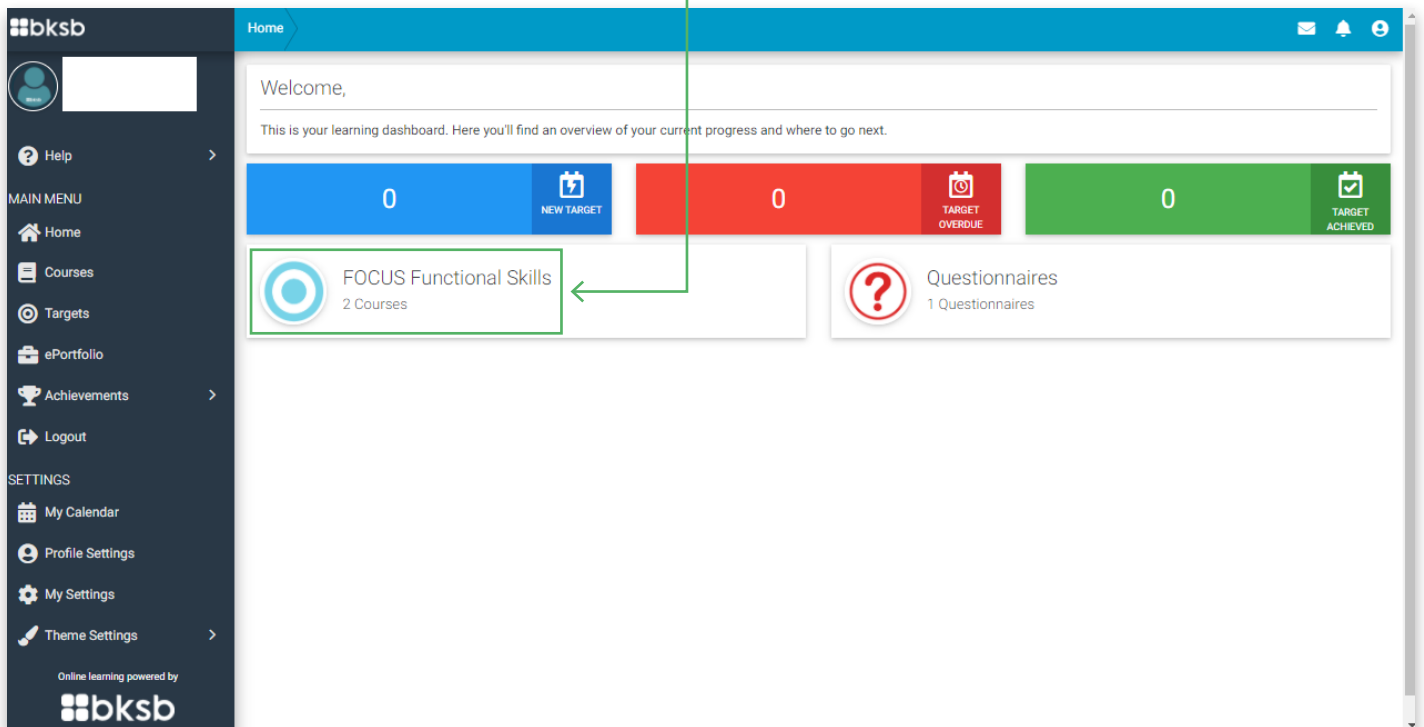
2. Then scroll until you see "To access the BKSB diagnostics....." and click:

The screenshot shows the 'English and Maths' page. It contains a welcome message and several paragraphs of text. A green arrow points from the text '2. Then scroll until you see "To access the BKSB diagnostics....." and click:' to the 'click here' link in the text 'To access the BKSB diagnostics [click here](#)'. The URL at the bottom of the page is partially visible: 'https://mwhc.bksblive2.co.uk/bksblive2/Looin.aspx?ReturnUrl=%2f'.

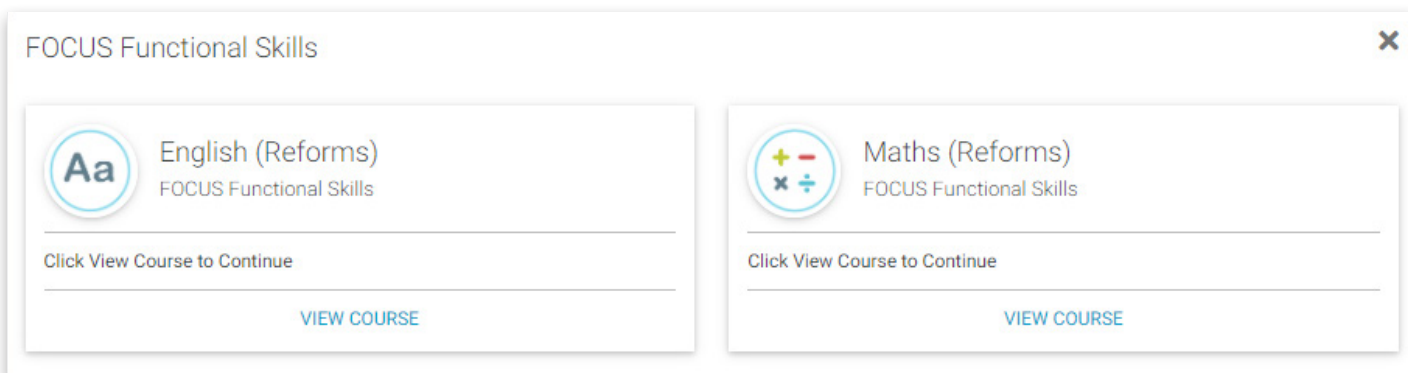
3. Then Login to BKSb using your student number as your Username, and the word password as the password (remember this is all lower case). The site will then ask you to change your password to something else.



4. Click on FOCUS Functional Skills:



5. Choose either English or Maths (but you will have to do both!):



6. Then take the **initial** assessment.

After completing the initial assessment, you will then need to go back and take the **diagnostic** assessment.

It is important that you take the initial assessment first as it ensures that the diagnostic assessment level is correct for you to properly identify your areas for development, and see which areas you perform strongly in. This will help your lecturers plan their lessons and activities around your abilities to help you get the most out of your College course.

You **must** complete both the initial and diagnostic assessments for both English and Maths.

More detailed guidance to completing BKS Initial Assessment can be found in part 7.

PART 7

How to upload
a document
onto turnitin

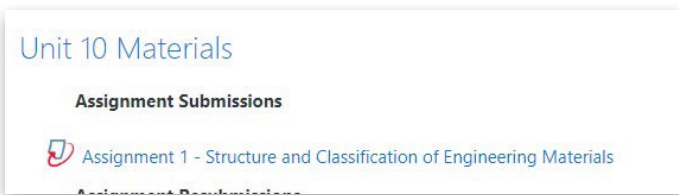
How to upload a document onto turnitin

First log into Moodle (normal college username and password)

Select the course



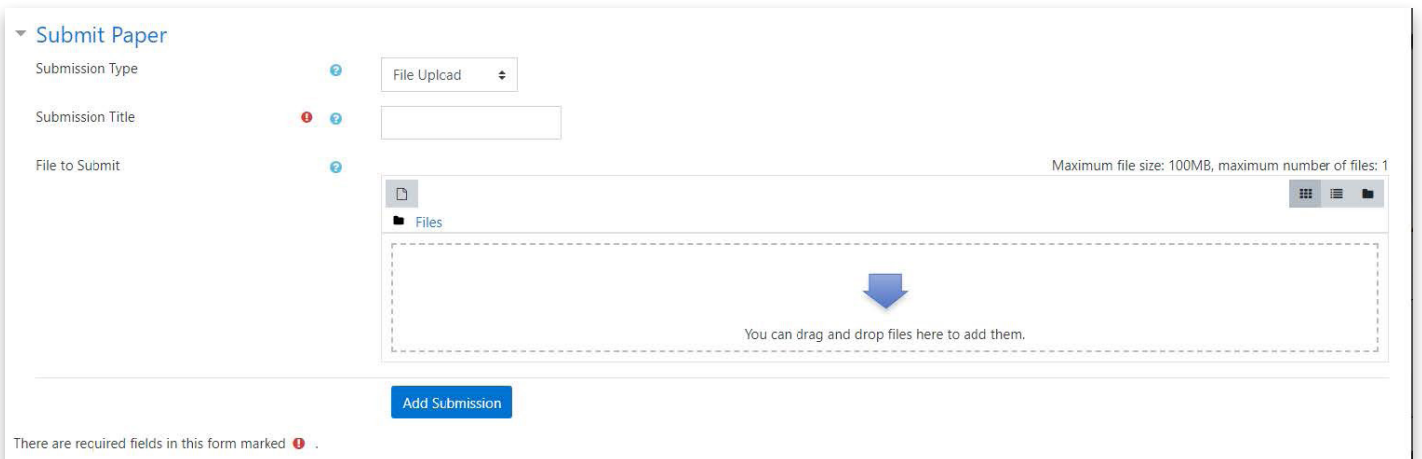
Click the assignment submission point for the assignment you want to submit.



Title	Start Date	Due Date	Post Date	Marks Available
Assignment 4 (First Draft) - Natural and damped vibrations within mass-spring systems - Part 1	4 May 2020 - 09:00	10 Jun 2020 - 23:59	1 Jul 2020 - 09:00	4

Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	Overall Grade	Submit Paper
--	--	--	--	--	--	-- Submit Paper --

Click submit paper (note this is an example from an HNC course).



Submit Paper

Submission Type: File Upload

Submission Title: [Text Field]

File to Submit: [File Upload Area]

Maximum file size: 100MB, maximum number of files: 1

You can drag and drop files here to add them.

Add Submission

There are required fields in this form marked with a red exclamation mark.

Add a title then. either click on the drag and drop area or drag your file in. then click add submission.

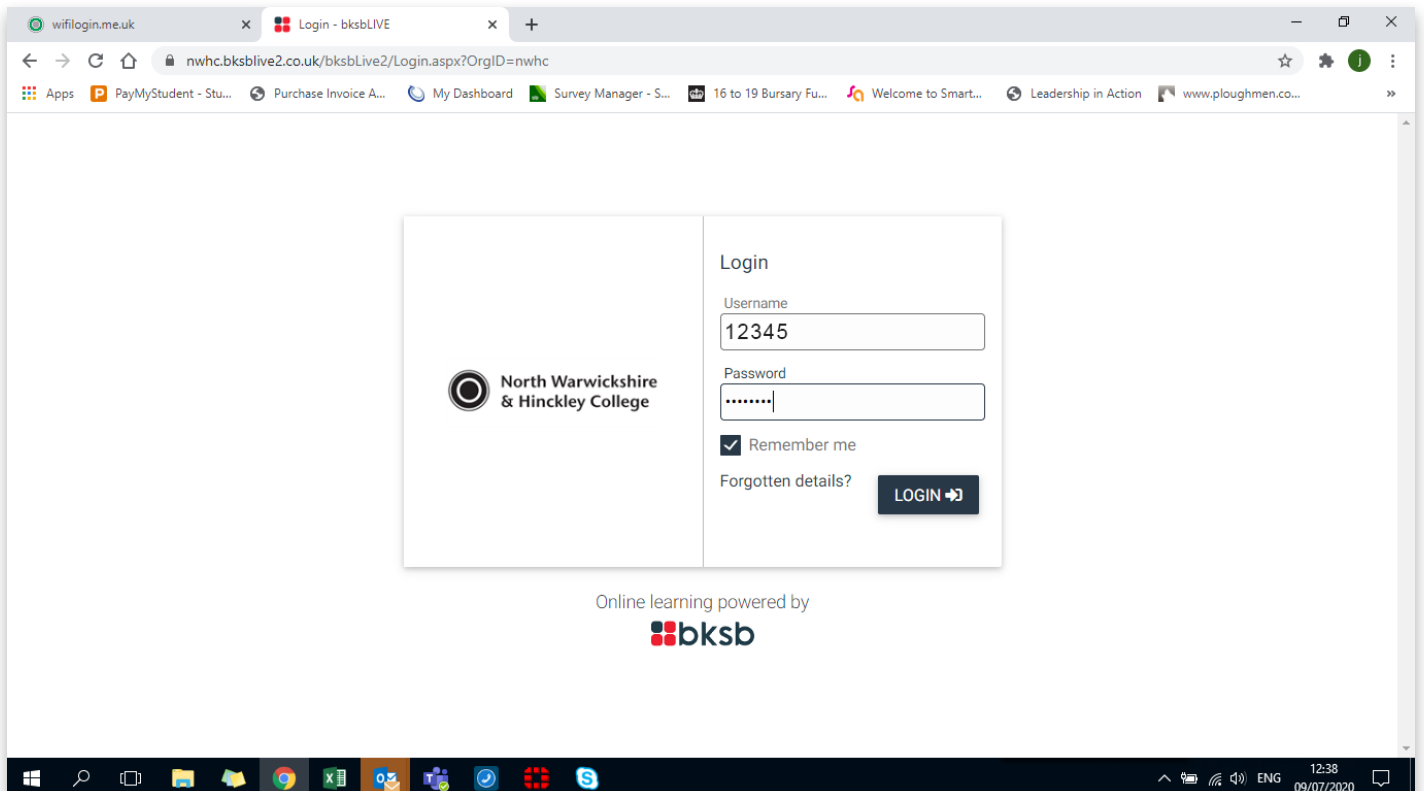
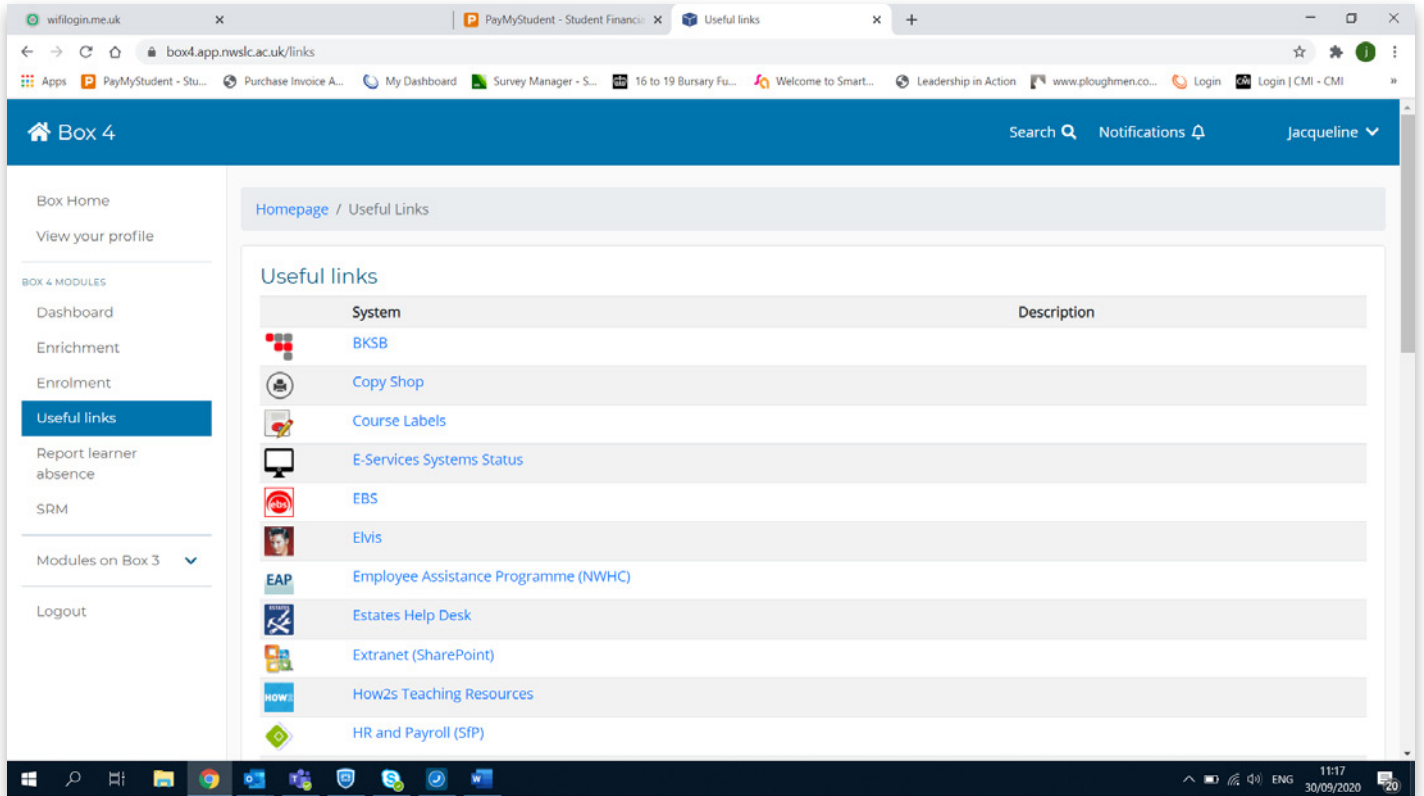
You will then receive a receipt of the submission to Moodle.

PART 8

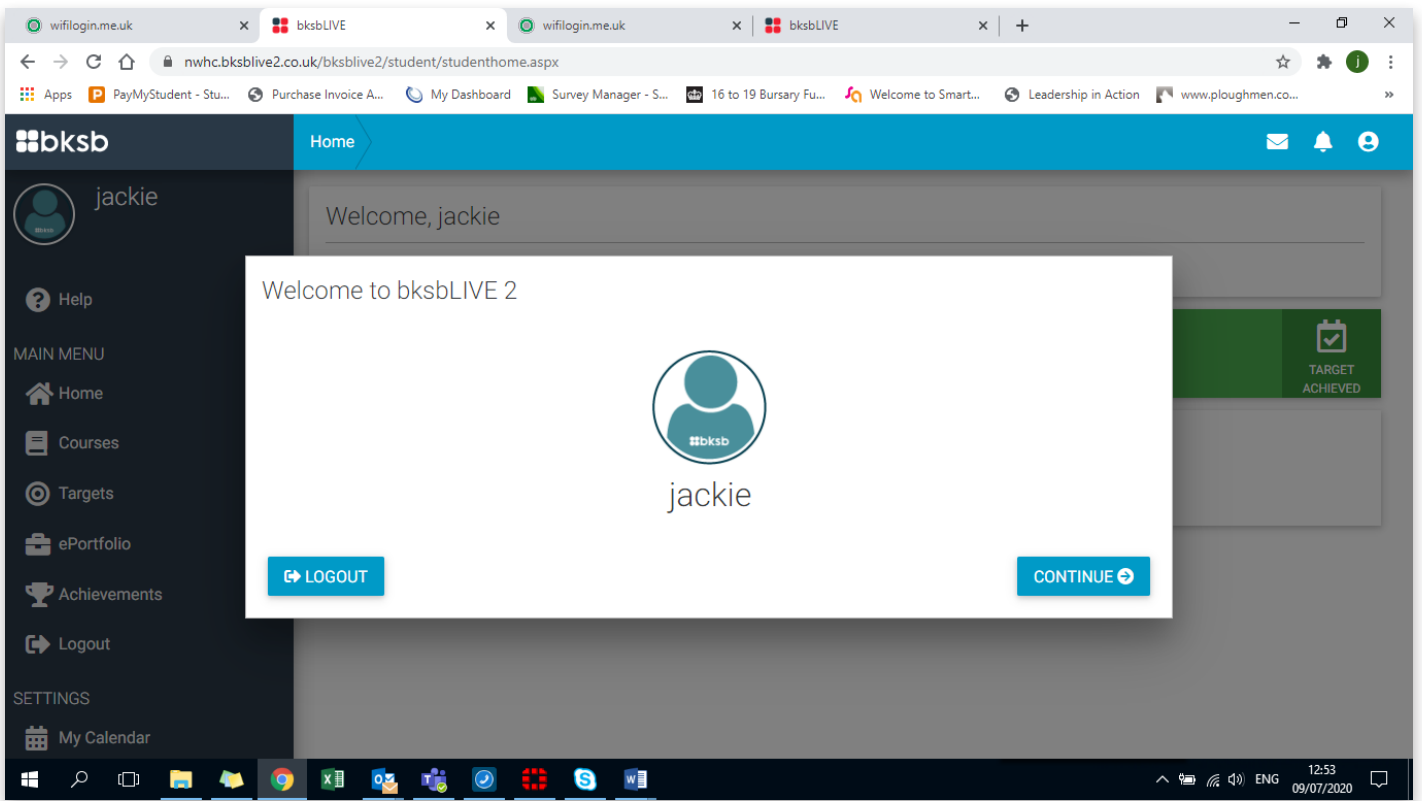
Student Guide for
completing BKSB
Initial Assessment

Student Guide for completing BKSb Initial Assessment

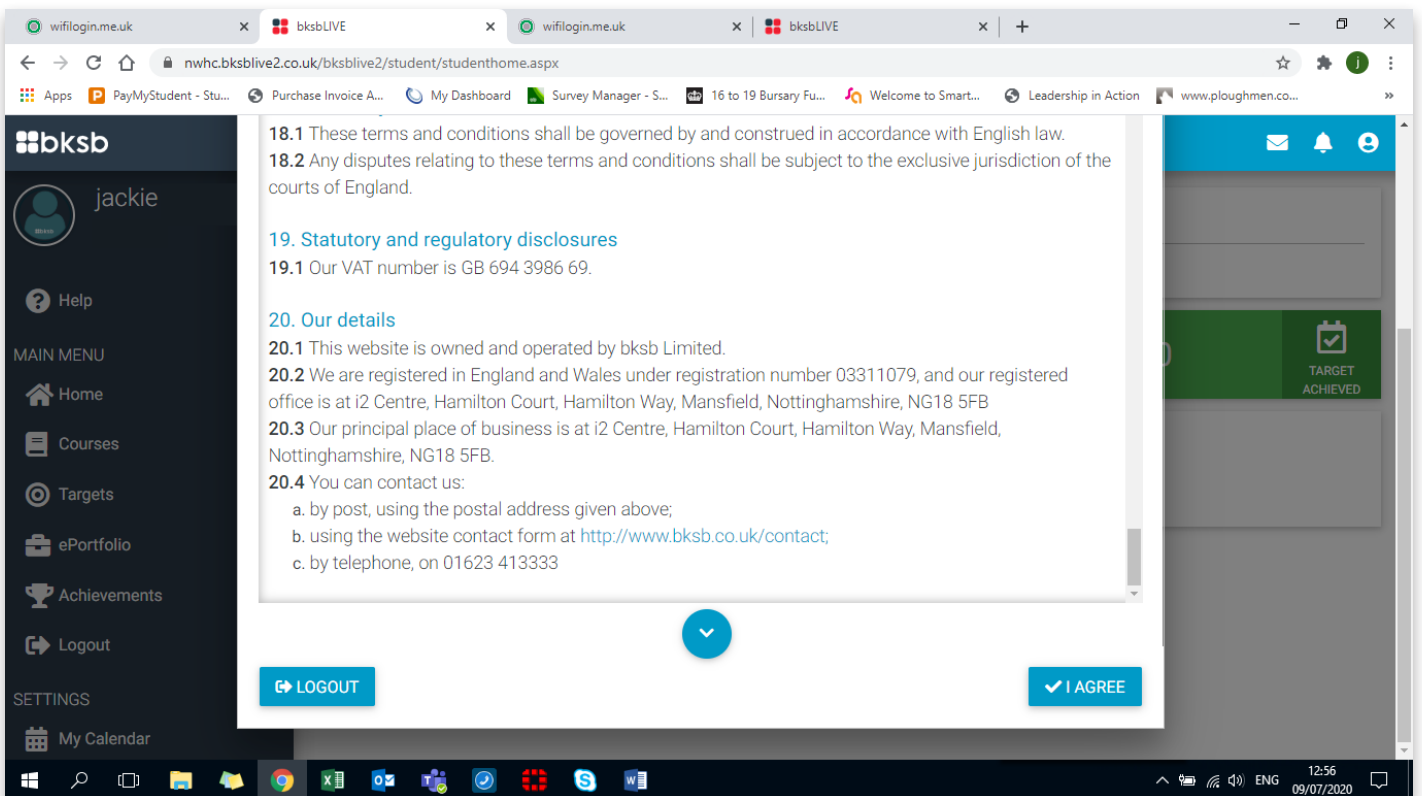
The link to BKSb can be found under useful links on the Box.



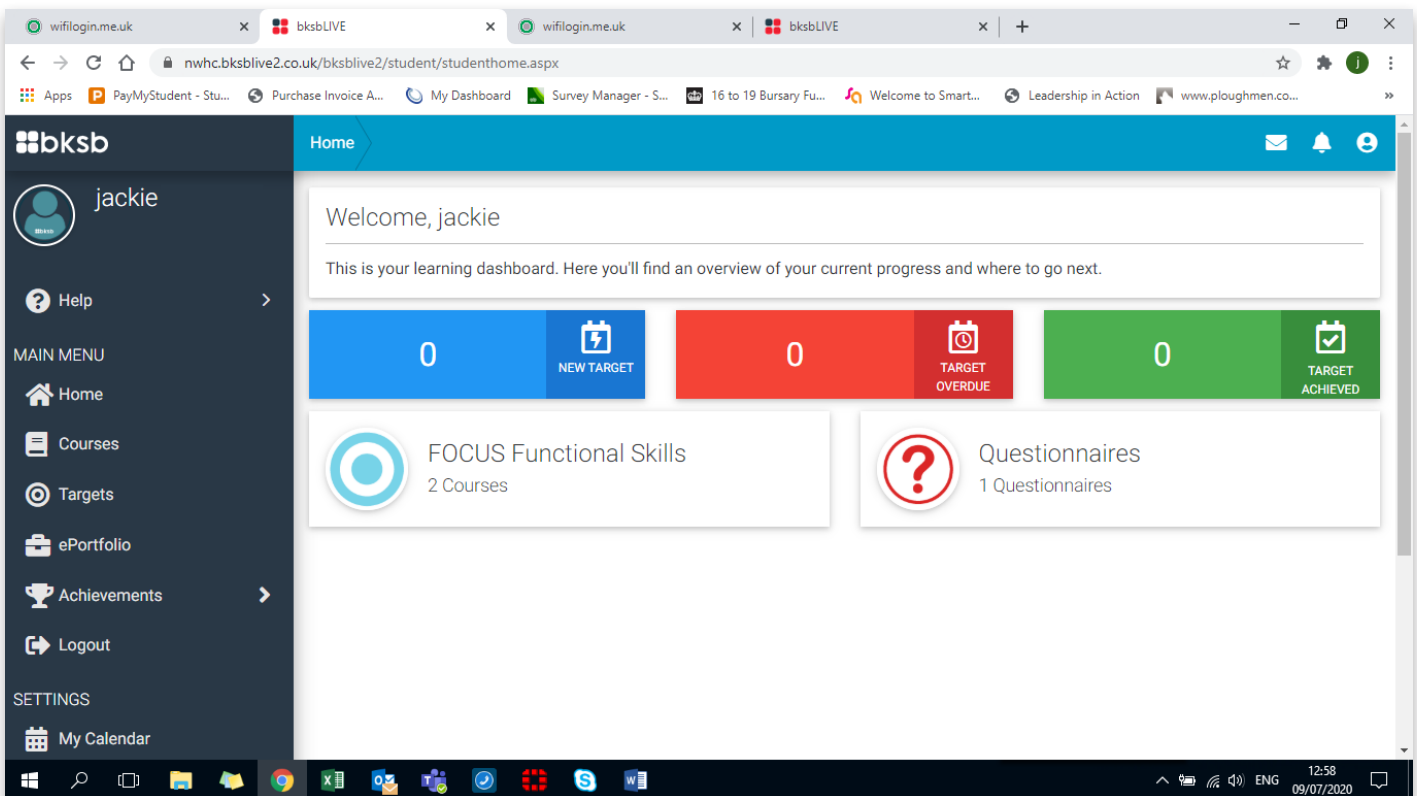
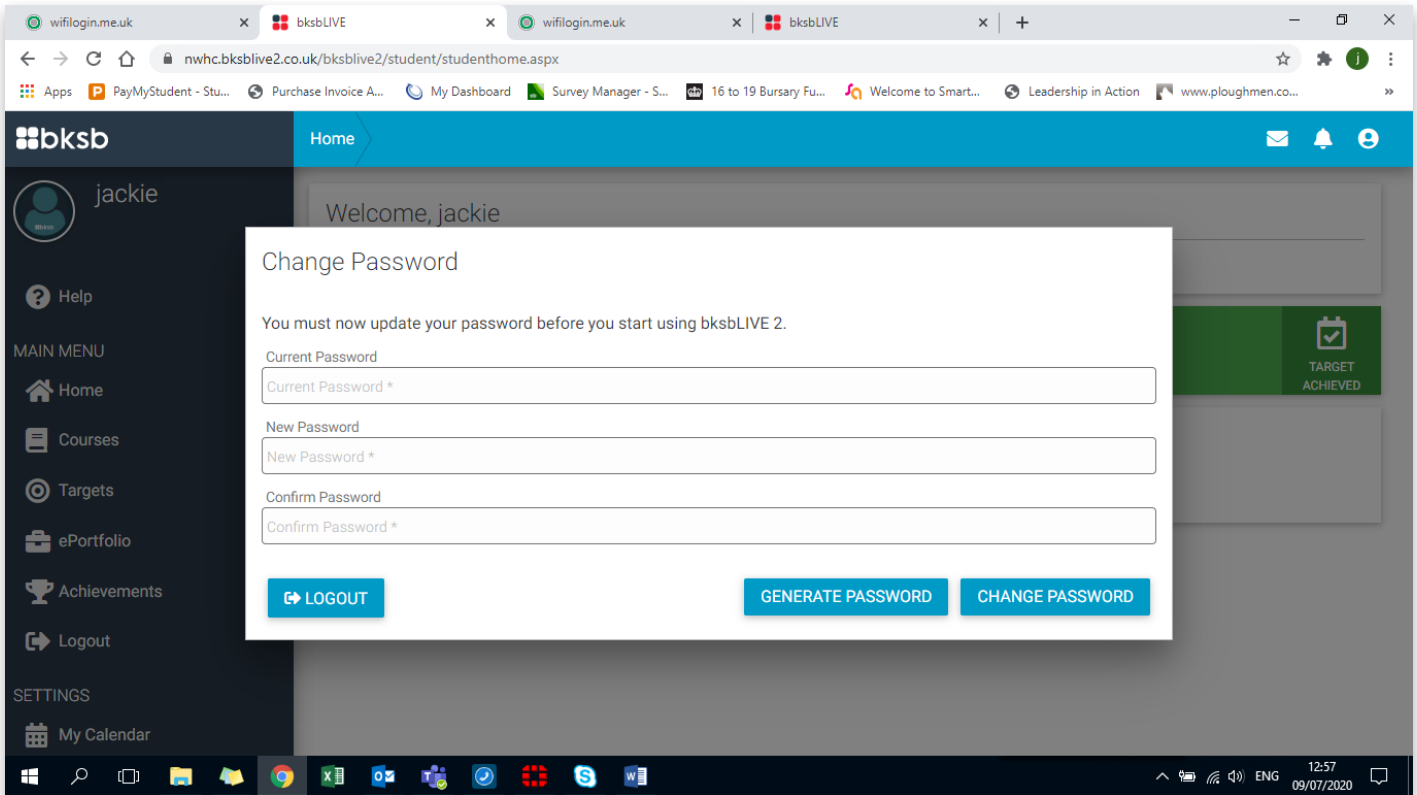
Your username is your College ID number. Password is set as password.



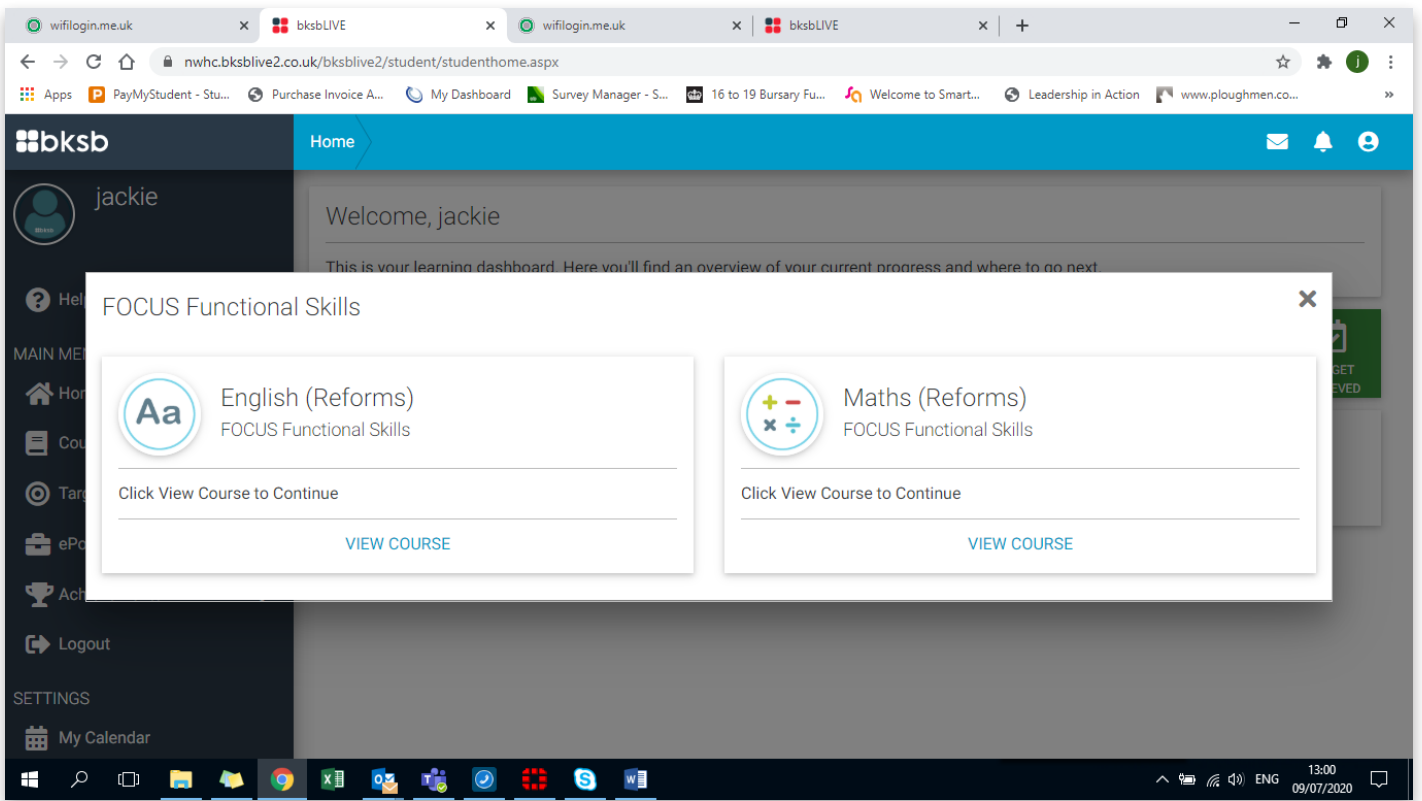
Once you press continue you will be taken to the terms and condition screen which you will need to agree before you are able to proceed



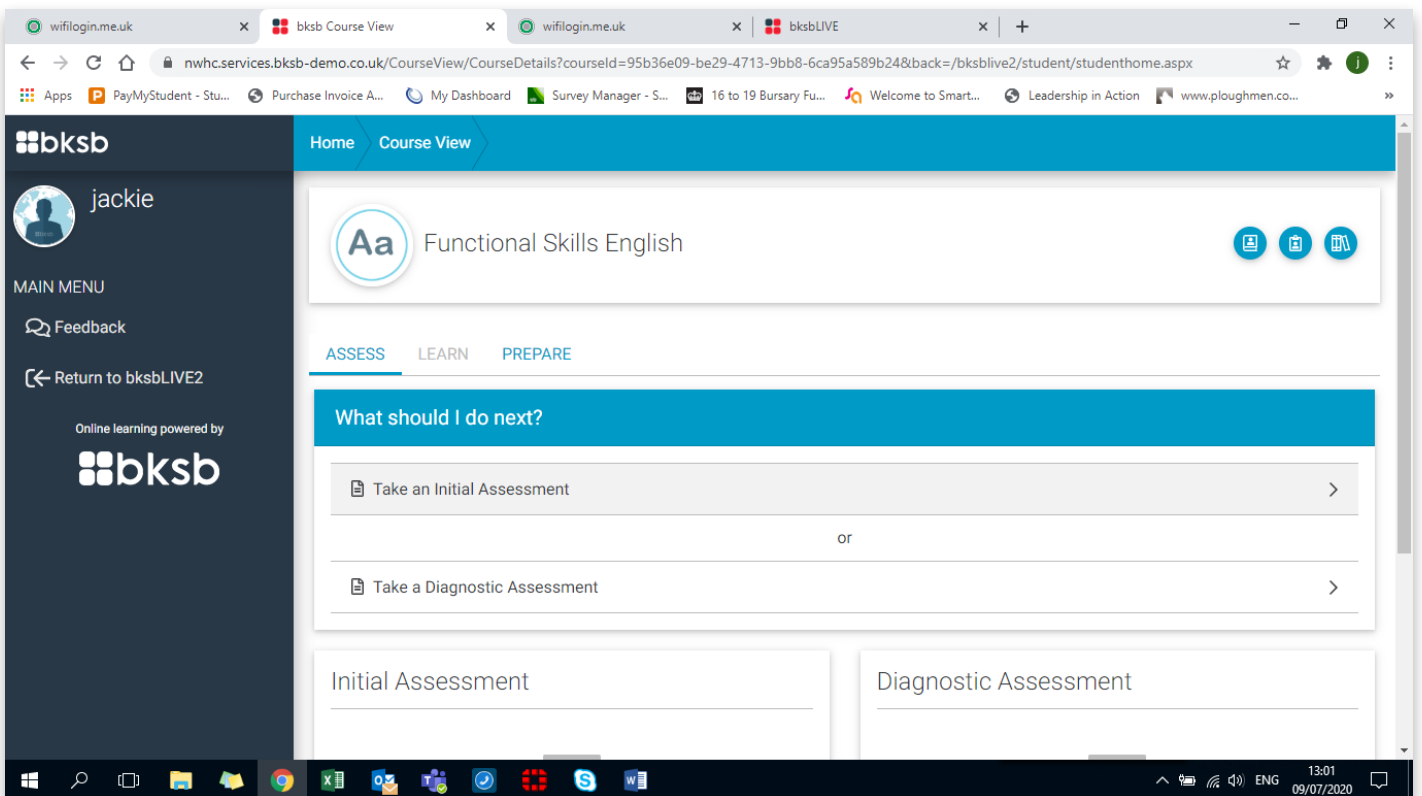
You will be then be prompted to change your password. Please change to something you will remember as you will need this again once you start college so please choose something you will remember.



You will need to complete the 2 course under FOCUS Functional skills (English and Maths) and one of the Questionnaires.



Click on view courses (this will need to be done for both English and Maths) you will then be prompted to "Take an Initial Assessment".



Complete all 18 questions. Once you are at the end you will see the screen below.

End of Assessment Report PRINT EXIT

English Initial Assessment
Functional Skills English Pre-Entry.6

Student Name
jackie

Started At	Completed At	Time Spent
09/07/2020 12:04:55	09/07/2020 12:10:03	00:05:05

Functional Skills English

Ability Estimates

Ability Estimate After Question (blue line) and Final Ability Estimate (red line) are plotted against levels from Pre-Entry to Level 2. The graph shows a peak at Level 1 and a decline towards Level 2.

Result Breakdown

Category	Score	Percentage
Progress to next level	1.00/6.00	17%
Spelling, Punctuation and Grammar	0.00/6.00	0%

Click Exit (next to the word print) and this will take you to the screen below.

bksb Home Course View

jackie

Functional Skills English
Initial Assessment: Pre ——— E1

ASSESS **LEARN** **PREPARE**

What should I do next?

- Continue Initial Assessment
- or
- Take a Diagnostic Assessment

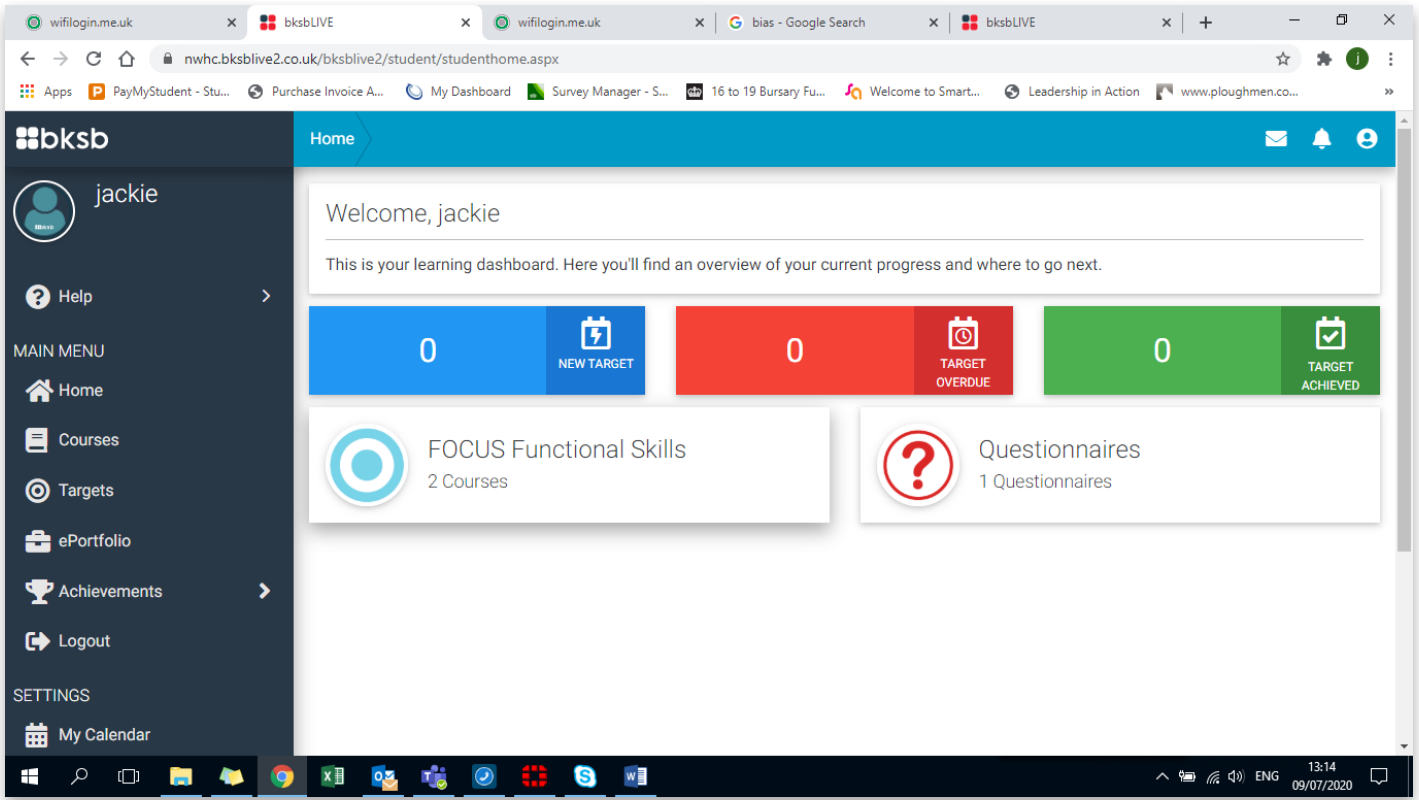
Initial Assessment Complete

Entry 1 **Reading** 1.00/6.00 (16.7%)

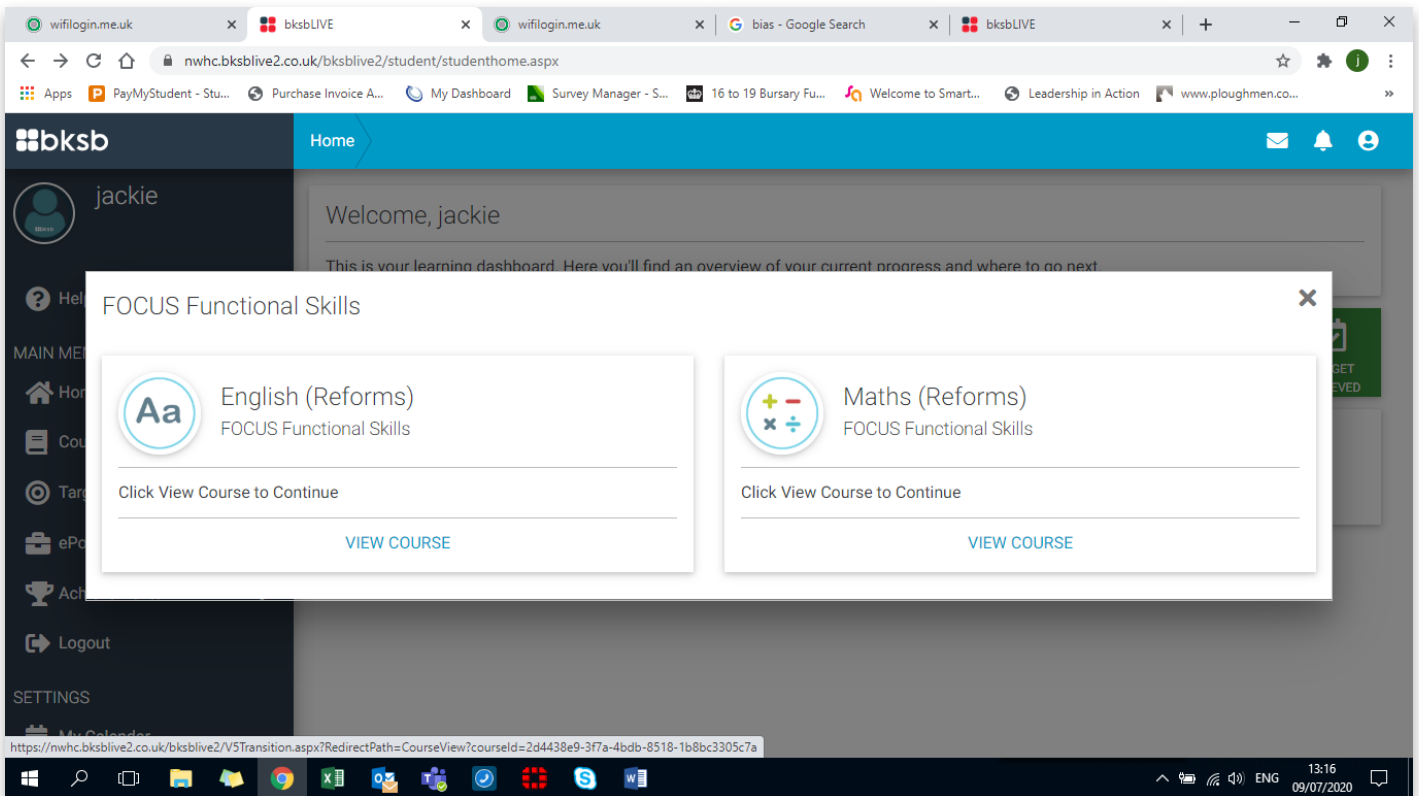
Diagnostic Assessment

[Return to bksbLIVE2](#)

Click on the Return to bksbLIVE2. Which will take you back to the welcome home page.



Click on FOCUS Functional Skills and click on View Course under Maths Reforms.



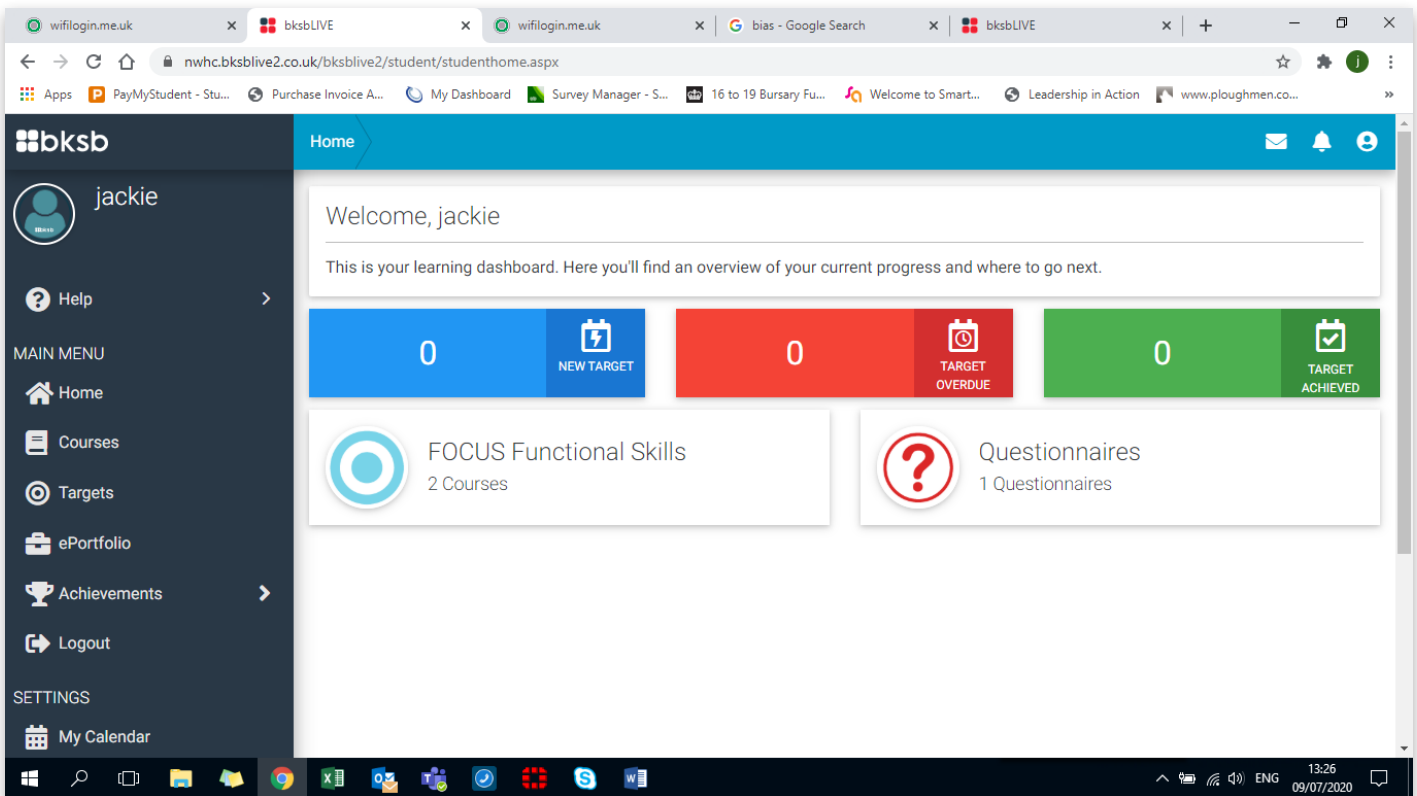
Click on Take an Initial Assessment and answer all 20 questions.

The screenshot shows a web browser window with multiple tabs. The active tab is 'bksb Course View'. The URL is 'nwhc.services.bksb-demo.co.uk/CourseView/CourseDetails?courseId=2d4438e9-3f7a-4bdb-8518-1b8bc3305c7a&back=/bksblive2/student/studenthome.aspx'. The page header includes 'bksb' and navigation links for 'Home' and 'Course View'. The user profile 'jackie' is visible in the top left. Below the profile is a 'MAIN MENU' with 'Feedback' and 'Return to bksbLIVE2'. The main content area is titled 'Functional Skills Maths' and has tabs for 'ASSESS', 'LEARN', and 'PREPARE'. A blue banner asks 'What should I do next?' with two options: 'Take an Initial Assessment' and 'Take a Diagnostic Assessment'. The 'Initial Assessment' option is highlighted with a blue bar. Below this are two cards: 'Initial Assessment' and 'Diagnostic Assessment'. The Windows taskbar at the bottom shows the time as 13:17 on 09/07/2020.

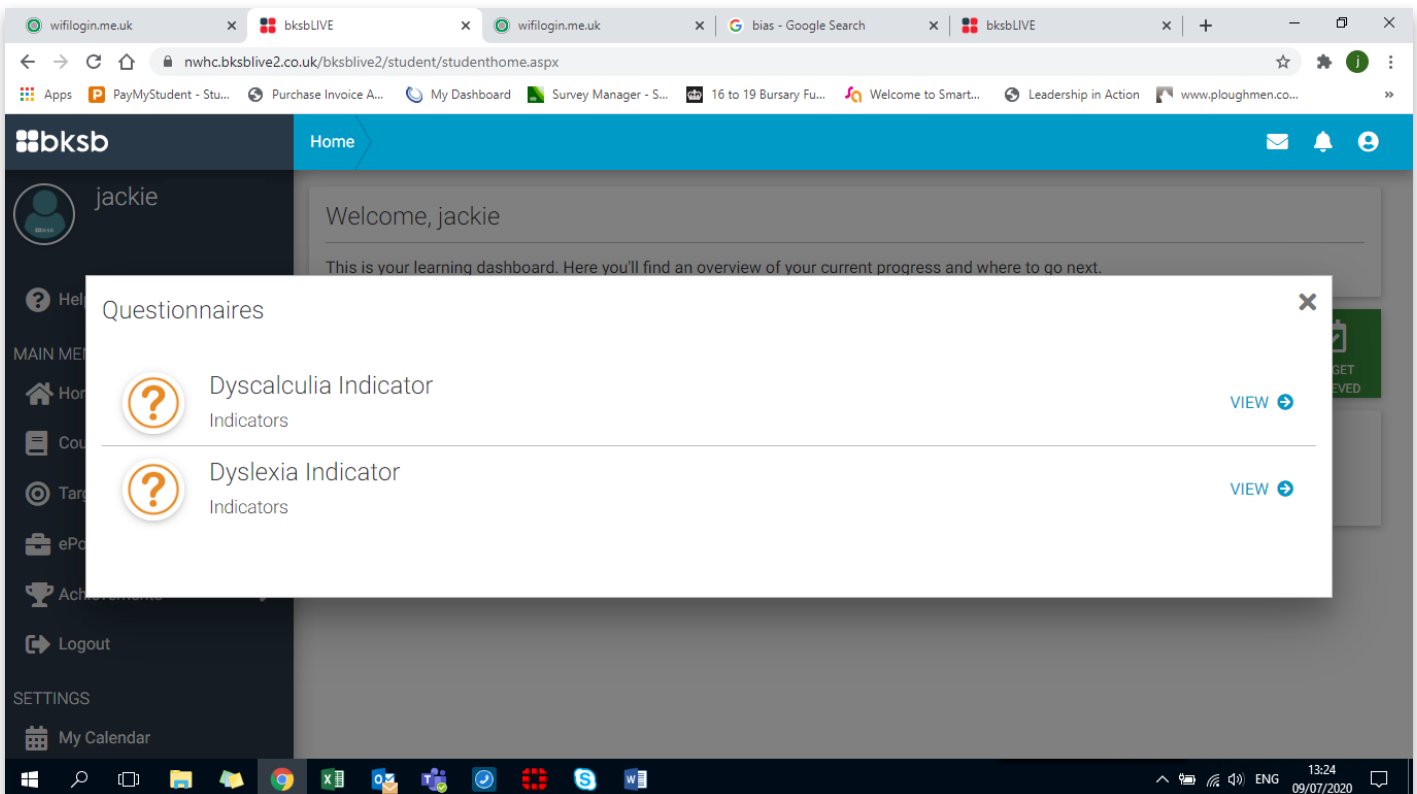
Once completed exit and Return to BksbLIVE2.

The screenshot shows the same web browser window as the previous one. The URL is 'nwhc.services.bksb-demo.co.uk/CourseView/CourseDetails?courseId=2d4438e9-3f7a-4bdb-8518-1b8bc3305c7a'. The page header and user profile 'jackie' are the same. The 'MAIN MENU' is also the same. The main content area is titled 'Functional Skills Maths' and has tabs for 'ASSESS', 'LEARN', and 'PREPARE'. A blue banner asks 'What should I do next?' with two options: 'Retake Initial Assessment' and 'Take a Diagnostic Assessment'. The 'Initial Assessment' card now shows a green checkmark and the word 'Complete'. Below this card, there is a table with columns 'Entry 1' and 'Number', and a value '0.00 (0.00 / 0.00)'. The Windows taskbar at the bottom shows the time as 13:21 on 09/07/2020.

Once back at the home page click on Questionnaires.



View Dyslexia Indicator only and answer the 14 questions.



Once completed, click on results.

The screenshot shows a web browser window with the URL `nwhc.bksblive2.co.uk/bksblive2/EOARepor.aspx?ID=42432360&CourseID=NA&ExitUrl=%2Fbksblive2%2Fstudent%2Fstudenthome.aspx`. The page title is "Dyslexia Indicator". At the top right, there are links for "PRINT", "HOME", and "EXIT". The main content area features a large blue checkmark icon and the text "Dyslexia Indicator". Below this, a table displays the following information:

Student Name jackie	
Result Date 09 July 2020	Time Spent 00:00:22
Result Details Complete	

At the bottom of the report, it says "Online learning powered by bksb". The browser's taskbar at the bottom shows the time as 13:29 on 09/07/2020.

Exit screen. You will be taken back to the home page, where you can logout.

The screenshot shows a web browser window with the URL `nwhc.bksblive2.co.uk/bksblive2/student/studenthome.aspx`. The page title is "Home". The dashboard features a dark sidebar menu on the left with the following items:

- Help
- MAIN MENU
 - Home
 - Courses
 - Targets
 - ePortfolio
 - Achievements
 - Logout
- SETTINGS
 - My Calendar
 - Profile Settings
 - My Settings

The main content area has a blue header with "Home" and notification icons. Below the header, there are three target status cards:

- A blue card with "0" and "NEW TARGET".
- A red card with "0" and "TARGET OVERDUE".
- A green card with "0" and "TARGET ACHIEVED".

Below these cards, there are two course/questionnaire cards:

- A card with a target icon, "FOCUS Functional Skills", and "2 Courses".
- A card with a question mark icon, "Questionnaires", and "1 Questionnaires".

The browser's taskbar at the bottom shows the time as 13:30 on 09/07/2020.

PART 9

Free Student
Microsoft Office 365

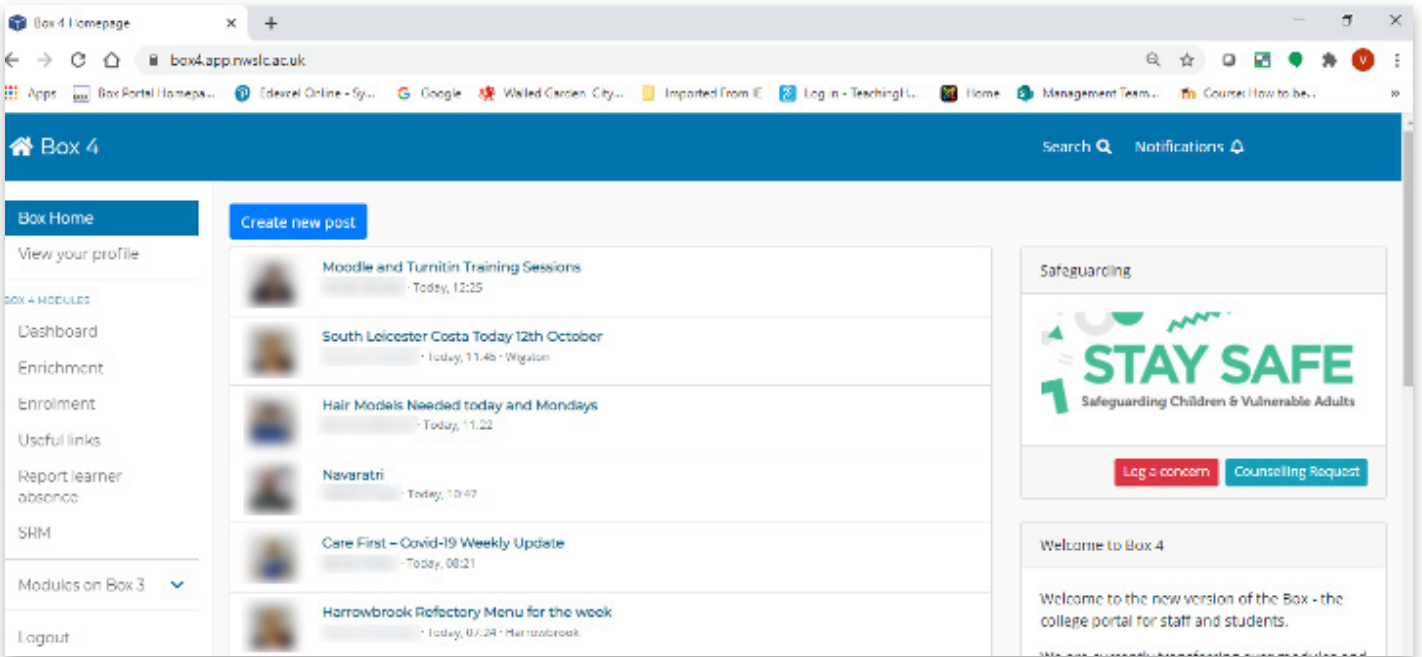
Free Student Microsoft Office 365

Get a complete version of the latest Microsoft Office from the College to use for as long as you are a student at NWSLC. You can even install it on up to five PCs or Macs and on other mobile devices.

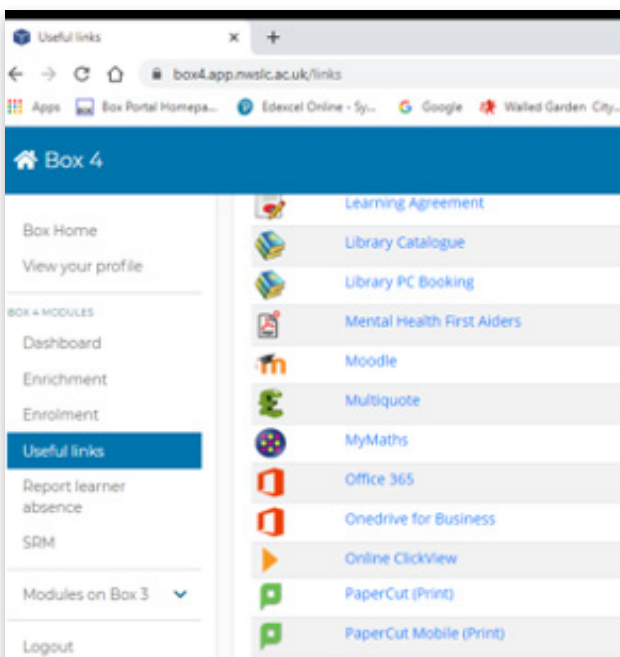
For more information go to Box4:

Box 4 version is accessible using the following link <https://box4.app.nwslc.ac.uk/>

Select Useful Links from the Box 4 Modules



Scroll through links on right hand side and select Office 365



Login details for Office 365 are as follows:-

User ID number @mymail.nwslc.ac.uk

Example: 123456@mymail.nwslc.ac.uk

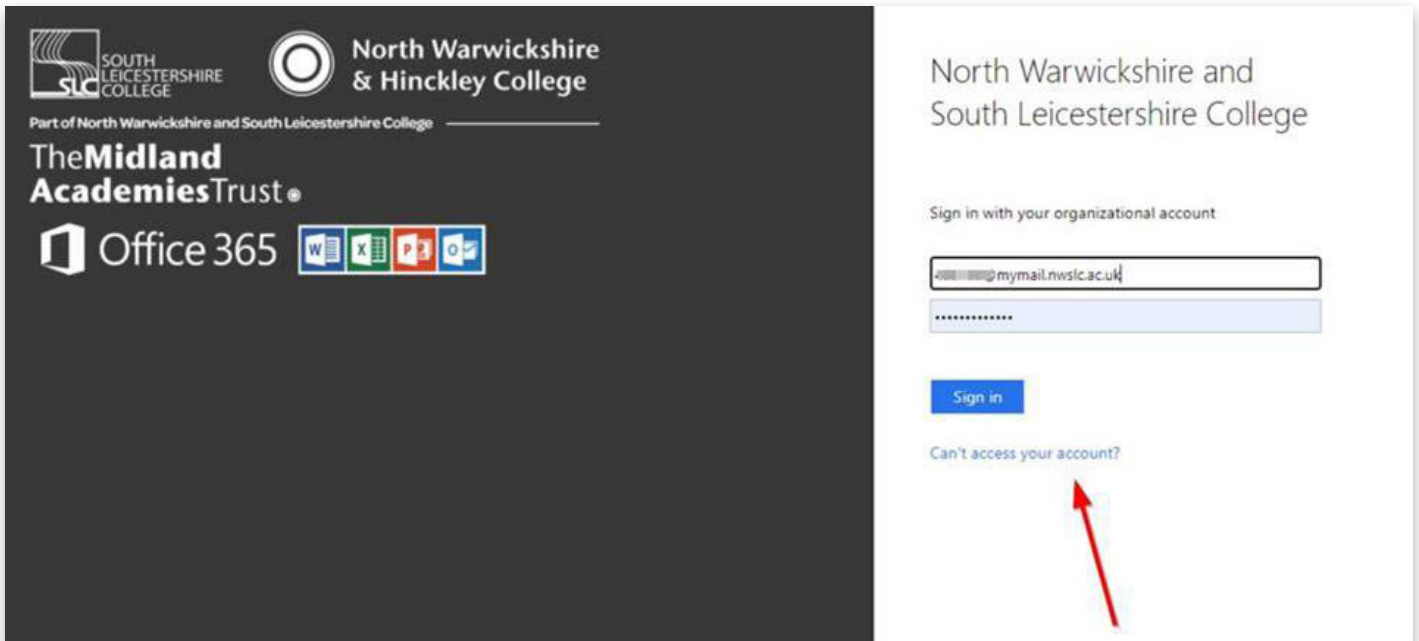
Password: same College login password

PART 10

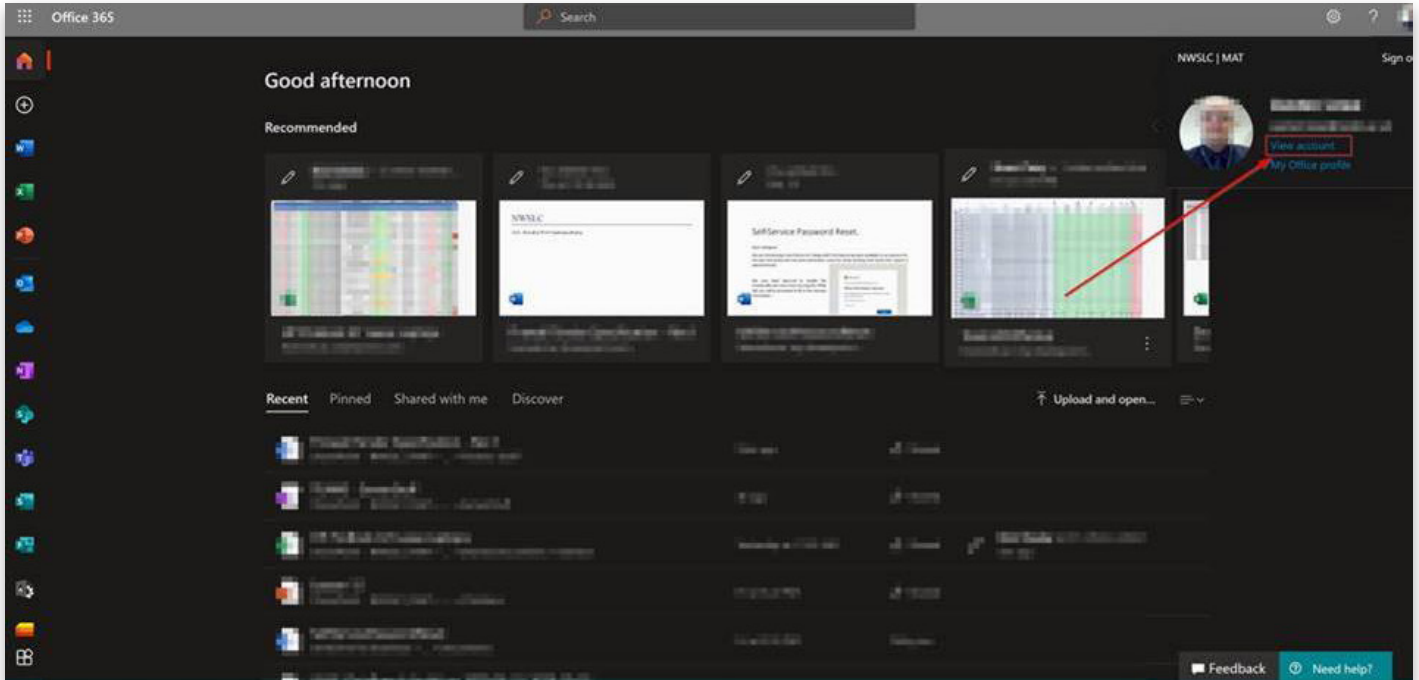
Resetting your
password

Resetting your password

Learners register their mobile/personal email/or setup security Q&As which will allow them to reset their password (24/7) if forgotten without needing to come to IT. (3400 users have done this so far)



Learners can also change their password by signing into office.com and clicking the my account link under their name in the top right.



IT Support at NWSLC

For support and advice using any of the digital applications contained in this booklet, please contact:-

E-Services – ithelpdesk@e-services.freshservice.com

If you are experiencing difficulties logging on, issues with software or re-setting passwords

Telephone 02476 243270

Email – ithelpdesk@e-services.freshservice.com

If you require training support with MS Word, MS Excel, MS PowerPoint or any other software application, guidance on uploading assignments to turnitin or downloading documents from Moodle, please contact:

**NWSLC Learning Technology Co-Ordinator
SoftwareSupport@nwslc.ac.uk**